

CROSS COUNTRY MANUAL



2020

Missouri State High School Activities Association

MISSOURI STATE HIGH SCHOOL ACTIVITIES ASSOCIATION

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Revised 9/2020

DISTRICT ASSIGNMENTS MAY BE FOUND ON MSHSAA WEBSITE (www.mshsaa.org)

Revisions to the manual are highlighted in **bold red print, italics, and underlined**.

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- President of MTCCCA (Track/Cross Country Coaches Association)
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- Head State Meet Official

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PURPOSE AND PHILOSOPHY [\(TOC\)](#)

- A. **MISSION STATEMENT:** 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.
- B. **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 such 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.
- C. **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 their primary philosophy and purpose.
- D. **PURPOSE OF DISTRICT AND STATE CONTESTS:** There are two primary purposes that justify and cause district and state events to be desirable. Those purposes are to provide opportunities to demonstrate before the public the best knowledge, skills, and emotional patterns taught through a particular sport; and 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 competitors, 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.

- E. **SUPERVISION OF COMPETITORS AND FANS:** MSHSAA By-Laws hold a school responsible, both at home and away, for the conduct of its competitors, students, coaches, and fans. Coaches are required to supervise their competitors. A coaches' respect for others and school property is necessary in order to instill this respect in competitors. 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 of the entire school.

A school also should inform its competitors, 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. Booing of officials leads to booing of coaches and competitors. 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.

SECTION 1: ESSENTIAL RESOURCES [\(TOC\)](#)

The information listed/linked in this section relates to MSHSAA By-Laws, Board Policies and information from the Sports Medicine Page (SMP). The information is not sport or activity specific but is necessary for the safe and proper conduct of your sport/activity.

Source Locations:

[MSHSAA Handbook \(HB\)](#)

[Sports Medicine Page \(SMP\)](#)

- A. ALCOHOL/TOBACCO USAGE AROUND INTERSCHOLASTIC ACTIVITIES (HB-Board Policy)**
- B. CHARITY/AWARENESS EVENTS (HB-Board Policy)**
- C. CONCUSSIONS EDUCATION AND MANAGEMENT PROTOCOL ([SMP](#))**
- D. CONDUCT – REMOVAL OF TEAMS & EJECTIONS (HB-By-Law 5.5)**
- E. GUIDELINES FOR FAN SUPPORT ITEMS (HB-Board Policy)**
- F. HAZARDOUS WEATHER CONDITIONS/LIGHTNING GUIDELINES ([SMP](#))**
- G. HEAT ACCLIMATIZATION (HB-By-Law 1.7 & [SMP](#))**
- H. ON-SITE PROTEST PROCEDURES (HB-Board Policy)**
- I. OXYGEN USE POSITION STATEMENT ([SMP](#))**
- J. SANCTIONING (HB-By-Law 3.18)**

SECTION 2: REGULAR SEASON [\(TOC\)](#)

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.

This roster will be transferred to **Mo.MileSplit.com** meet registration. You cannot add names to **MoMileSplit.com**; it must go through the MSHSAA eligibility roster. Note: To create an account, coaches can go to the site and click on "Login" on the top right of the page and then "Sign Up."

B. REGULAR SEASON LIMITATIONS:

1. 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).
2. 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.
3. Each student must participate in at least **1** regular season meet to be eligible to participate in the district meet.
4. Per season, a school may participate in **1** out-of-state, multi-school (more than two schools) contest beyond 250 miles of the border of Missouri.

C. COACH'S ONLINE RULES REVIEW: All cross country coaches (head and assistant; middle school, junior high school and senior high school level) are required to complete the MSHSAA Online Cross Country Rules Review (www.mshsaa.org). Rules reviews will be open August 3 and will be closed August 21, 2020.

D. THE COURSE (Rule 8-1-1): The cross country course shall be 2,500 to 5,000 meters (1.5 to 3.1 miles) in length as determined by the meet director or games committee. It is **recommended** that middle school races be 3,200 meters (2 miles) in length. Measurement shall be along the shortest possible route a runner may take on the prescribed course. The course shall be clearly marked. This may be by a single wide line or boundary lines, both inside and outside, marked with a material which is not injurious to the eyes or skin. The use of natural or artificial boundary markers may be used. Signposts with large directional arrows or flags (about 1-foot square and mounted on stakes which hold them 6 feet or more above the ground) SHALL BE USED wherever the course turns.
NOTE: If a single wide line is used, it may or may not mark the shortest possible route a runner can take.

FLAG DESIGNATIONS

- A red flag indicates a turn to the left. Runners must stay on the right side of the flag.
- A yellow flag indicates a turn to the right. Runners must stay on the left side of the flag.
- A blue flag indicates a course straight ahead. Runners may run on either side of the flag.

E. SCORING: 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 7 team members retaining their order of finish. The team score shall be determined by totaling the points scored by the first 5 finishers of each team. The team who scores the fewest number of points is the winner.
2. If fewer than 5 competitors of a team finish, the places of all members of that team shall be disregarded and the team scores re-ranked.
3. Ties in team scoring shall be resolved by comparing the 6th place finishers from the tying teams. The team with the best 6th place finisher shall prevail. If one team does not have a 6th place finisher, the team with the 6th place finisher shall prevail.
4. If only 5 competitors of tying teams finish, the tie shall be resolved by totaling the scores of the first 4 finishers.
5. **Clarification of finish procedure:** No matter the system used, the order of finish is based on WHEN THE TORSO CROSSES THE FINISH LINE.

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

F. COMPETITOR'S UNIFORM:

1. 4-3-1b Each competitor shall wear a school-issued or school-approved, full-length track top and track bottom or a one-piece uniform. Any outer garment (t-shirt, sweatshirt, sweatpants, tights) that is school-issued or school-approved becomes the official uniform when worn.
2. 4-3-1b4 Loose-fitting, boxer-type bottoms or compression-style bottoms are permitted for both boys and girls. Closed-leg briefs are acceptable for girls. French or high-cut apparel shall not be worn in lieu of the uniform bottom. The waistband of a competitor's bottom shall be worn above the hips.
3. 4-3-1b7 Any visible garment(s) worn underneath the uniform top and/or bottom is considered a foundation garment. Foundation garments are not subject to logo/trademark or color restrictions.
4. 4-3-2a All cross country team members must wear uniforms that clearly indicate through color, logo and combination of all outer garments, that members are from the same team.

NOTE: The official should be able to observe that all members are from the same team.

- G. PROVIDING LIQUIDS TO COMPETITORS:** Providing liquids during competition to a competitor by a non-competitor is permitted, as long as not to interfere with other competitors. (NFHS Rule 8-6-1d)

H. A competitor should not be penalized for helping another competitor who is distressed or injured when no advantage is gained by the competitor who is assisting.

- I. 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 4-6 Note 1)

- J. DEFINITION OF A TEAM:** A cross country team is represented by coaches, contestants, managers, trainers and other associated school personnel. (NFHS Rule 8-5)

K. APPEAL PROCESS:

1. The coach will approach the starter/referee and inform him/her of an appeal; the coach will then state, in writing, his/her appeal according to NFHS 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.
5. If the coach then doesn't agree with the referee's decision, the next step would be to appeal the referee's decision to the Jury of Appeals. The Jury of Appeals decision is final for a ruling.
6. No videotape will be used to rule on an appeal except to determine finish places (MSHSAA official finish line videotape only).

**L. OPEN/EXTRA RACES/EVENTS HELD DURING THE SEASON
(VARSITY RACE/JV RACE/JR. HIGH RACE):**

1. 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.
2. 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.
3. Eligible boys and girls from MSHSAA-member schools could participate in the same open/extra race/event at the appropriate senior high or junior high school level. These races should be called JV Races. All other individuals (senior/junior high school student-athletes from non-member schools, those college-aged and above and those in 6th grade and below) must compete in races/events which exclude eligible student-athletes from MSHSAA-member schools registered in the sport.

- M. SAME SEASON/SAME SPORT:** The Board of Directors approved at its June 2013, meeting that a triathlon will now be considered its own sport. If athletes compete in all three legs of the triathlon during the contest, it is considered its own sport and does not violate By-Law 3.13.2.
- N. NON-SCHOOL COMPETITIONS:** During the school **sport** season, a student may--after fulfilling all requirements, practices and competitions of the school team--compete as an individual participant in 2 organized, non-school competitions.
1. Priority shall be given to all school team practices and competition. Should a non-school competition be in direct conflict with the school scheduled practice/competition, the school practice/competition shall take priority. Prior approval by the school administrator may grant an exception to a student to participate in the non-school competition if in direct conflict with the school program.
 2. No school time shall be missed to compete, practice or travel to the site of such non-school competition unless the absence is approved in advance by the school administrator.
 3. The student shall not miss any MSHSAA-sponsored postseason event that involves either the student or his/her school team to participate in such non-school competition.

O. SPECIAL ACCOMMODATIONS

The school of a competitor with a disability or special need may request specific accommodations or to use special equipment. The following items are required before accommodation requests can be reviewed and considered:

1. A written request from the school, describing the competitor's special needs and the specific accommodations being requested. The letter should include the rule references of applicable NFHS Swimming Rules that would be violated without the accommodation.
2. A letter from the parent(s) or guardian confirming the need for an accommodation and approving the accommodation request.
3. A letter from the student's doctor or applicable caregiver describing the medical circumstance or special need, and confirming the need for an accommodation.
4. Photographs of 1) the special equipment, and 2) the student wearing the special equipment, if applicable.

Written approval from the MSHSAA office is required prior to any competition. During the regular season, the letter of approval from MSHSAA must be presented to meet officials before any accommodations may be used.

Please allow ONE WEEK for requests to be reviewed prior to the first competition.

MSHSAA will consider requests if:

1. the sport is not fundamentally altered by the accommodation,
2. the accommodation does not create a risk to either the athlete or others, and
3. the accommodation does not place opponents at a disadvantage.

SECTION 3: POSTSEASON CRITERIA [\(TOC\)](#)

A. CLASSIFICATION:

1. District and state cross-country competition (both boys and girls) will be administered under a one-year classification plan based on the enrollment in grades 10-12. The enrollment for one-gender boys' and one-gender girls' schools shall be doubled for classification purposes.
2. Non-MSIP schools (private and charter) are no longer be subject to the 1.35 multiplier. Post-season success will be tracked and calculated for the last six years. This "championship factor" will determine if a schools will shift classes (0-2 points = no class shift; 3-7 points = 1 class shift; 8 or more points = 2 class shift).
3. Cross Country schools will be divided into 5 classes (both boys and girls) for state meet series competition. This will follow requirements found in By-Law 5.1.4 and procedures established by the MSHSAA member schools.

- B. DISTRICT ASSIGNMENTS:** Assignments will be released September 11, 2020, and are based on geographic location and balance of district size. It is the goal of district 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 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.”

- C.** To be eligible to enter a team or individual in any preliminary or state event, a school must have scheduled at least five of the number of contests permitted under the by-law pertaining to that particular sport. No individual student shall be entered who has not represented his or her school in interscholastic competition in that sport during the season.

SECTION 4: POSTSEASON ENTRY PROCEDURES [\(TOC\)](#)

DISTRICT MEET ENTRY PROCESS:

Only those schools submitting the sports registration fee to the MSHSAA office for cross country will be assigned to district meets (see the MSHSAA website at www.mshsaa.org for district assignments).

District assignments will be posted on September 11, 2020. The sports registration fee includes all entry fees for the district and state meets. Thus, unless the entries are submitted after the entry deadline (6:00 p.m. on the Monday preceding the meet), no additional fees are to be submitted for neither the district nor the state meets. The official entry process is an online website that a head coach must access at **Mo.MileSplit.com**.

1. District meet entries must be entered by 6:00 p.m. on the Monday preceding the meet on **Mo.MileSplit.com**. Coaches can enter up to 10 runners at that time (a maximum of 7 will run). Declaration of NO MORE THAN 7 will occur when the runners are clerked at the starting line on the day of the race.
Late Entries: The deadline to submit entries for the district meet is **6:00 p.m. on the Monday** preceding the meet. A \$100 fine shall be assessed per student-athlete for entries made after that time.
2. From 1 to 7 runners may represent a school in the meets. The first 5 runners from each school to finish shall be counted in determining the team score. If, on the rare occasion that a school qualifies 5 or more individuals to the next level of competition, the school shall compete as a team at the next level with ONLY those runners who have qualified; they do not get the same privileges as a team placing in the top 2.
Note: Should more than 7 runners from one team compete in a post-season meet, the team AND each individual runner shall be disqualified.
3. Schools that enter fewer than 5 runners or schools that have fewer than 5 runners finish the race will not be eligible for a team place. However, individual runners from such schools may earn individual places and awards.
4. Boys’ teams and individuals will run in the boy’s series. Girls’ teams and individuals will run in the girl’s series.

SUBSTITUTIONS: For purposes of advancement, teams shall be considered to consist of 5 to 7 runners from each school who participated in the district 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.

Note: A school can enter up to 10 runners for the district meet. Seven (7) runners (who can be designated up to the time the gun sounds) can actually run. The top 5 places for each team are scored.

A team running more than 7 runners in a race will result in disqualification of all runners on that team.

STATE MEET ENTRY PROCESS:

Only those schools submitting the sports registration fee to the MSHSAA Office for cross country will be assigned to district meets (see the MSHSAA website at www.mshsaa.org for district assignments). The sports registration fee includes all entry fees for the district and state meets. Thus, unless the entries are submitted after the entry deadline (6:00 p.m. on the Monday preceding the meet), no additional fees are to be submitted for neither the district nor the state meets. The official entry process is an online website that a head coach must access at **Mo.MileSplit.com**.

1. State meet entries must be visually confirmed by 6:00 p.m. on the Monday preceding the meet at **Mo.MileSplit.com**. Changes that occur after the 6:00 p.m. Monday deadline must follow the substitution procedure outlined in this manual. Note that these changes will not appear in the State Meet Program. Up to 10 athletes can be entered on your roster; of those 10, 7 will complete at the state meet. Declaration will occur when the runners are clerked at the starting line at the state meet.
2. From 1 to 7 runners may represent a school in the meets. The first 5 runners from each school to finish shall be counted in determining the team score. If, on the rare occasion, a school qualifies 5 or more individuals to the next level of competition, the school shall compete as a team at the next level ONLY with those runners who have qualified; they do not get the same privileges as a team placing in the Top 2.
3. Schools that enter fewer than 5 runners or schools that have fewer than 5 runners finish the race will not be eligible for a team place. However, individual runners from such schools may earn individual places and awards.
4. Boys' teams and individuals will run in the boy's series. Girls' teams and individuals will run in the girl's series.

SUBSTITUTIONS: For purposes of advancement, teams shall be considered to consist of 5 to 7 runners from each school that participated in the district 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.

SECTION 5: CHAMPIONSHIP SERIES [\(TOC\)](#)

(District Tournament thru the State Championships)

DISTRICT MEET:

Boy's and Girl's district meets will be held on Saturday, October 31.

Make-up date: Monday, November 2 at 3:00 p.m.

Race Schedule: To be determined by the games committee of each meet, taking into consideration the travel time/distance of the schools in each class.

Note: If the weather is inclement, all "open/extra" races shall be run after all qualifying meets have been completed.

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.

A. ADVANCEMENT OF WINNERS: Boys and Girls:

The qualifying process shall be identical for all classes: The top 2 teams and those individuals finishing 15th place or better (inclusive of the qualifying teams) shall advance from each district meet to the state meet. If only 2 teams are entered: Only 1 team will advance and those individuals finishing 20th place or better (inclusive of the qualifying teams) shall advance from each district meet to the state meet.

- B. AWARDS:** Medals will be awarded to the top 15 place individual (both boys and girls) runners. A plaque will be awarded to the 1st and 2nd place teams (both boys and girls).

STATE MEET:

The state meet will be held Saturday, November 7, 2020, at the Gans Creek Recreational Area in Columbia. Gans Creek Recreation Area is located at 3350 E. Gans Road, Columbia, MO. Access off of Highway 63 is via the Discovery Parkway exit.

Packet Pick-up: Coaches can pick up their school packets on FRIDAY from 2:00 p.m. – 5:00 p.m. or on Saturday after 7:00 a.m.

NOTE: There will be a \$50 PER BIB replacement fee for any lost bib numbers.

Coach's Meeting: The coach's meeting is online. **All coaches are required to view the online meeting.**

2020 STATE SCHEDULE

Class 3 Girls	9:00 am	
Class 4 Boys	9:35 am	AWARDS – Trophies and Medals
Class 3 Boys	10:05 am	Class 3 Girls & Boys @ Approximately 10:45 am
Class 5 Girls	10:35 am	Class 4 Girls & Boys @ Approximately 12:00 pm
Class 4 Girls	11:10 am	Class 5 Girls & Boys @ Approximately 12:30 pm
Class 5 Boys	11:45 pm	Class 2 Girls & Boys @ Approximately 2:15 pm
Class 2 Boys	12:15 pm	Class 1 Girls & Boys @ Approximately 3:00 pm
Class 1 Girls	12:50 pm	
Class 2 Girls	1:30 pm	
Class 1 Boys	2:10 pm	

A. ADMISSION: Admission to the state meet is **\$8.00** per day for students (age 6 and over) and adults. Children age 5 and under are free of charge. Gates open at 8:00 a.m.

B. MANAGER/TEAMMATE WRISTBANDS: Schools may purchase (on Friday and/or Saturday of the state meet) manager wristbands and teammate wristbands at the team packet pick up trailer. These wristbands will allow the manager/teammates entrance into the meet, along with entrance into Runner's Village. These are for students only; ADULTS WEARING THESE WRISTBANDS WILL HAVE THEM REMOVED AND REPLACED WITH GENERAL ADMISSION CREDENTIALS.

C. AWARDS:

- One medal (per gender/per class) shall be awarded to each top 25 placing individual runners.
- One set of 7 medals (per gender/per class) shall be awarded to each first, second, third and fourth place teams.
- One set of 4 medals (per gender/per class) shall be awarded to each first, second, third and fourth place coaches.
- One trophy (per gender/per class) will be awarded to the first, second, third and fourth place teams.
- **NOTE:** Schools may purchase additional medals for team members/coaches via the MSHSAA website.

D. PARKING:

- **Buses carrying athletes are to park in the parking lot of Father Tolton High School.** Buses do not require a permit.
- **Cars and vans carrying participating athletes are to park in the parking lot of the Missouri Conservation Department.** Permits to park vans/cars (carrying students) may be picked up on Friday during practice time or on Saturday at the packet pick up trailer.
- Vehicles carrying participating athletes may drop those athletes off at the team check in trailer and continue on to the parking lot at Father Tolton High School or the Missouri Conservation parking lot.
- Maps and directions for parking areas can be found on the MSHSAA website.

E. INSPECTION OF COURSE: The course will be open from 2:00 p.m. – 5:00 p.m. on Friday and all day the day of the meet. **COACHES AND RUNNERS ARE NOT ALLOWED ON THE COURSE UNTIL AFTER 2:00 p.m. ON FRIDAY.**

F. RESTRICTED AREA:

- Coaches are asked to help keep spectators out of restricted areas.
- For the safety of athletes and spectators, anyone seen on the course with a dog will be asked to leave. ONLY service dogs (with APPROVED credentials provided by the handler) are allowed. Please make arrangements to leave your dogs at home.
- No bicycles are permitted on the Gans Creek Recreation property.

G. TEAM TENTS/RUNNER'S VILLAGE: Runner's Village will be located on the soccer field adjacent to the entry drive and behind the check in trailer. Schools are allowed to set up team tents on Friday. Schools are liable at all times for their tents. **Note: On race day access to Runner's Village is limited to athletes, coaches and non-qualifiers as designated by the coach (special wristbands can be purchased for non-qualifiers).**

H. DRESSING AND SHOWERING FACILITIES: There are no dressing/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. MSHSAA and the Columbia Parks and Recreation Department cannot accept responsibility for any lost or stolen articles.

I. EQUIPMENT:

- Shoes shall have an upper and definitely recognizable sole and heel. The sole and heel may have grooves, ridges or track spikes which are no longer than 1 inch.
- All contestants will be provided with 2 bib numbers (that are embedded with timing chips) to be pinned to the front and back of the jersey at chest (armpit) height. Two (2) hip numbers will also be provided; these shall be pinned at the hip either to the shorts (if jersey is tucked in) or to the jersey itself (if not tucked in). Please be sure the bib and hip numbers are the same.
- **Each contestant must wear the bib and hip number assigned to him or her.**

J. 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 or emailed/faxed beforehand to the MSHSAA office by 12:00 p.m. on the Thursday before the state meet.

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 and online. Check the location of your position well in advance of the start of the race.
- A warning will sound 20 minutes prior to starting time.
- When a second warning sounds (10 minutes prior to the race): Runners are to remove their sweats and report to the starting line ready to begin the race. Marshals begin to clear starting area of all people. Runners report to starting line for instructions.
- Announcer/starter takes over and announces each minute until 3 minutes prior to the race.
- **Three (3) minutes prior to the race is the official start time.** 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, a final run-out will be permitted with no coaches present.
- The start is a 3 meter run up.

- L. THE RUN:** The course will be 5,000 meters in length. The course will be double lined; and color-coded flags, as per NFHS 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. **NOTE; A competitor should not be penalized for helping another competitor who is distressed or injured when no advantage is gained by the competitor who is assisting.**
- M. THE FINISH:** The finish shall be determined via a computer chip method (each runner shall wear two computer chips embedded in the bib numbers). All runners must run across the finish pad in order to receive a place and time. The first chip recorded will be the finisher's time and place, but all finishes are verified with a Finish lynx camera so your torso is still the determining factor in close finishes. 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 off area at the finish.
- N. MEET RESULTS:** Results will be announced after the meet and will be available on the MSHSAA website as soon as possible after the meet.
- O. POSTSEASON BROADCASTS:** MSHSAA holds exclusive ALL-PLATFORM DISTRIBUTION rights for AUDIO, DATA and VIDEO for all postseason contests or festivals (beginning with district level through state) in all activities. Any transmission or production of any portion of these events (actual competition or performance), without the consent of MSHSAA is prohibited. This includes, but not limited to, using programs such as Facebook Live, YouTube or Periscope.

APPENDICES

APPENDIX A [\(TOC\)](#)

PROGRAM INFORMATION AND STATISTICS

The MSHSAA staff strives to publish the most accurate materials for all Championship events. Since a majority of the information contained in Championship publications is submitted by qualifying schools, it is imperative that the MSHSAA office receive correctly-spelled names, accurate classifications (year in school), season results, statistics of participants and coaching information. The MSHSAA Board of Directors has approved a fine process for all late, incomplete or illegible submissions for MSHSAA Championship publications. Schools that do not submit their information to MSHSAA in a timely, legible, complete and accurate manner will be fined \$25 per offense (Board Policy). Electronic reports must be submitted by the appropriate deadline in the format and style included with the report instructions. It is the responsibility of the school to verify that MSHSAA has received its program information, team photo and any other required information by the appropriate deadline.

APPENDIX B [\(TOC\)](#)

MSHSAA POSITION STATEMENT REGARDING COPYRIGHT COMPLIANCE

Educators, coaches and administrators who wish to use copyrighted material need to understand the privileges and rights of the copyright owner and must abide by defined limitations as expressed in U.S. Copyright Law. It is the responsibility of the school administration to ensure their school community is in compliance with U.S. Copyright Laws at all times when playing music at your events, reproducing consumable materials, and all other events taking place at school facilities where copyright laws are to be followed. When hosting a MSHSAA postseason event, the host site is responsible for confirming any music being played over a public sound system, used in video clips, etc., has the gained written permission and/or secured the necessary license(s) to play the music, video clips, etc. from the appropriate Performing Rights Organization (i.e. ASCAP, BMI, SESAC, other).

The NFHS (National Federation of State High Schools) has established an agreement with ASCAP to allow schools and non-school sites hosting a MSHSAA postseason event, to perform/play music in which they own the rights (at least 50%) of the work at no charge. It is your responsibility to ensure the music performed onsite is owned by ASCAP. To determine if the music is owned by ASCAP to go and select the link 'Repertory' to search their catalog. If the work is not owned by ASCAP (at least 50%), you will need to work directly with the organization that does own the rights (BMI, SESAC, etc.) to secure the necessary license or not use that work. This agreement only extends to the playing of music recordings downloaded to personal electronic devices, CD's, etc. but does not extend to mash-up recordings or music altered from its original recording without the site obtaining a license to do so.

APPENDIX C [\(TOC\)](#)

SITE SELECTION PROCESS

A. General Process: District Site Selection Process

1. Prior to the annual assignment of all registered schools to classifications and districts, the MSHSAA staff shall coordinate the selection of district managers, by soliciting interest from member schools.
2. The selection is based on geographic location and probable class and district assignment.
3. The request to host shall be for only the current classification cycle.
4. Each district manager shall be contacted and confirmed via email by the MSHSAA staff.
5. Following final approval, host sites shall be added to the district assignments link and the district managers' packets shall be forwarded to each district manager within an appropriate time frame to allow for proper administering of the event.

B. Specific Criteria for District Sites

1. Facilities must be located within the borders of the State of Missouri.
2. The site facility(s) must be in compliance with the Title III of the Americans with Disabilities Act as a place of public accommodation
3. Secure location for contest officials to be sequestered from teams and spectators.
4. Ability to take admission for all contests.
5. Seating capacity shall be adequate to accommodate anticipated attendance.
6. Adequate off-street parking available for the seating capacity of the facility – required.
7. Adequate concessions available for spectators – required.

C. Specific Criteria for Cross Country Sites

- a. Adequate parking and traffic flow to accommodate a double or triple class meet.

APPENDIX D

STATE CROSS COUNTRY EMERGENCY PLAN

Gans Creek Recreation Area

Emergency Personnel: Physician Certified Athletic Trainer, Coaches and Administration Staff.

Emergency Communication: The Certified Athletic Trainers and/or Coach carry cellular telephones. Because the facility is located at a neutral site and is spread over the entirety of the golf course, Administration staff and medical staff will have access to two-way radios for emergency communication.

Emergency Equipment: Arranged ahead of time for EMS to be on site at all times that racing is taking place. Supplies and equipment brought to the Gans Creek Recreation Area for races include taping and bracing supplies, general trauma and wound care kits.

Roles of Physician/Certified Athletic Trainer (ATC)

- Immediate evaluation and care of the more seriously-injured or ill student-athletes.
- Activation of emergency medical system (EMS).
- 911 call (provide name, address, telephone number; number of individuals injured, condition of injured, first aid, treatment, specific directions and other information as requested).
- Return to play decision-making on the injured student-athlete.
- Physician/Hospital referral of the injured student-athlete.
- Contacting the parent(s) of the injured student-athlete.

Roles of Administrative Staff/Coaches

- Direct EMS personnel (ambulance) to scene.
- Unlock and open gates for entrance to Gans Creek Cross Country Course.
- Designate individual to "flag down" EMS and direct to scene, if not already on site.
- Area control: limit area to sports medicine personnel and move bystanders (including players) away.
- Ensure parking lot is clear and accessible to emergency personnel.

Documentation

- Documentation of incident completed within 24 hours.

Venue Directions:

- Exit off of Highway 63 via the Discovery Pkwy. exit.
- Turn right onto Gans Road.
- The Gans Creek Cross Country Complex will be on your left.
- Address: 3350 E. Gans Road. Columbia, MO 65201

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