



2024

# CROSS COUNTRY MANUAL



## DATES TO REMEMBER [\(TOC\)](#)

	<b>Girls &amp; Boys 2024</b>
Online Rules Review Opens	August 5
First Allowable Practice	August 12
Deadline: Online Rules Review and Coaches Rules Test	August 23
First allowable contest (By-Law 3.9.1 Conditioning requirements must be met prior to participation)	August 29
TENTATIVE: Release of District Host Sites	August 30
Deadline to withdraw from season/post-season for classification purposes.	September 5
Officials Postseason Application Deadline	September 13
Class/District Assignments Released	September 13
Coaches' Online Officials State Recommendations OPEN (Officials Declarations up-to-date)	September 14
Coaches' Online Officials State Recommendations DUE	September 30
District Entry Window Opens	September 30
District Entry Deadline – 6:00 PM <b>Roster → On MoMileSplit</b> <b>Pass List → On MSHSAA</b>	October 28
District Meet – Locations TBD	
<b>All Classes</b>	November 2
<b>Make-up Date</b>	November 4
State Entry Verification Deadline – 6:00 PM	November 4
Notice of Pre-existing Medical Conditions Deadline – 12:00 PM	November 6
State Championships – <b><u>Gans Creek Recreation Area, Columbia, Missouri</u></b> <b>See Section 5.B.2 for annual rotation</b>	Nov 8 & 9
Cross Country Advisory Committee Meeting	November 19
Open Facility Period (See bylaw 3.14.7 & Open Facility Board Policy)	Jan 6 – Feb 21
Out of Season Practice Period (See bylaw 3.14.7)	March 31 – May 16

**Dates throughout the remainder of the manual are based on the MSHSAA Standard Calendar. They will be stated with a day of the week and the Standard Calendar week. This Calendar can be found on the inside front cover of the Official Handbook or in a MSHSAA 3-Year Calendar**

**Future postseason schedules may also be found at the back of the Official Handbook, located at [www.mshsaa.org](http://www.mshsaa.org)**

**Dates, times and locations are subject to change under the authority of the Board of Directors.**

# MISSOURI STATE HIGH SCHOOL ACTIVITIES ASSOCIATION

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## EXECUTIVE STAFF

Dr. Jennifer Rukstad, Executive Director  
Stacy Schroeder, Senior Associate Executive Director  
Toni Hill, Associate Executive Director  
James Melton, Associate Executive Director  
Lou Mazzocco, Assistant Executive Director  
**\*Doug Fessler, Assistant Executive Director**  
Marty M Marsh, Assistant Executive Director  
Daryl Bradley, Assistant Executive Director  
Stephanie Turner, Coordinator of Sport  
Craig Long, Chief Financial Officer  
Andrew Kauffman, Communications Director

***\*MSHSAA contact person for Cross Country***

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**Updated October 10, 2024**

DISTRICT ASSIGNMENTS MAY BE FOUND ON MSHSAA WEBSITE ([www.mshsaa.org](http://www.mshsaa.org))

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

## **ADVISORY COMMITTEE** [\(TOC\)](#)

The advisory committee members are appointed by the Board of Director member from their respective board district. Each individual is appointed to a four (4) year term. If an appointee is unable to fulfill their term, a replacement will be appointed to complete the remainder of the term. The purpose of the committee is to represent the schools and coaches within their board district on matters concerning the administration of the sport. Their role is a key component is bringing sport-specific needs, concerns, and recommendations to the Board of Directors. Please make sure to use them as your voice to the MSHSAA Staff and Board of Directors.

<b>Kansas City (2026)</b> <hr/> Dr. Jamin Swift Raymore-Peculiar jamin.swift@raypec.org	<b>South Central (2026)</b> <hr/> Matt Hammonds Steelville mhammonds@steelville.k12.mo.us	<b>Southwest (2027)</b> <hr/> Candace Dyer Liberal candacedyer@liberal.k12.mo.us
<b>Southeast (2027)</b> <hr/> Kyle Davis Herculaneum kdavis@dunklin.k12.mo.us	<b>Northwest (2028)</b> <hr/> Daniel Benz Benton (St. Joe) danielbenz@sjsd.k12.mo.us	<b>Northeast (2028)</b> <hr/> Nicole Harper Palmyra harpern@palmyrar1.us
<b>St. Louis (2025)</b> <hr/> Matt McClellan Pattonville mmcclellan@psdr3.org	<b>Central (2025)</b> <hr/> Harold Holiway Smith-Cotton holiwayh@sedalia200.org	<b>Non-Voting Members</b> <hr/> MTCCCA President MTCCCA At-Large Representative State Meet Head Official

**Terms expire July 1 of the year noted**

**\*serving out partial term, eligible for reappointment**

## **RULES INTERPRETERS**

The rules interpreters have been selected for their knowledge of the NFHS rules and willingness to provide their advice to both umpires and coaches with regards to the interpretation of rules. The assistant executive director in each sport is the chief rules interpreter for the state but relies heavily on the advice and counsel of these individuals. Please feel free to contact them if you have a question regarding the application of NFHS rules. It is important to be clear on two additional points. First, these individuals do not interpret any MSHSAA By-Laws or Board Policies. Second, these individuals do not review video of calls or consider an official's judgement in making any call.

<b>Southeast</b> <hr/> C. Don Harris fb5575@outlook.com	<b>Southwest</b> <hr/> Emry Dilday emrydilday@sbcglobal.net	<b>Northeast</b> <hr/> Clark Swisher ckswisher@gmail.com
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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 ensure that spectators understand that high school athletics are an educational endeavor as opposed to the games being an end in themselves.

# KEY MANUAL & BY-LAW CHANGES [\(TOC\)](#)

## 1. CHANGES FOR THE UPCOMING SEASON (NFHS):

None

## 2. MSHSAA BALLOT CHANGES (ALL ATHLETIC PROGRAMS):

- A. INELIGIBLE STUDENTS AND FORFEITURES - Removes By-Law 5.5.4 and amends By-Law 1.2.3 to consolidate language and clarify the penalties for playing an ineligible player during the regular season and in the MSHSAA District/State Series.
- B. Bona Fide Student Rule and Penalty-- Amends Section 2 and By-Law 2.1 to add clarity to the definition of a Bona fide student, what constitutes a change in Bona fide student status, and the associated penalty for violating By-Law 2.1.
- C. Name, Image and Likeness -- Amends By-Laws 2.6 and 3.6 to allow students to receive a benefit for their name, image or likeness if the promotions do not represent an affiliation to a member school or utilize names, marks, etc. they do not own, and also to prohibit "NIL Collectives."
- D. Transfer Student Participation Eligibility -- Eliminates By-Law 3.4.2 in the Certification of Eligibility subsection and amends By-Law 3.10.7 in the Residency and Transfer subsection to allow transfer students to possibly become eligible the first day classes are attended, instead of the fifth day, provided the proper transfer form has been submitted and processed.
- E. Elimination of 250 Mile Travel Restriction-Athletics -- Amends By-Law 3.18.3.c to eliminate the one time per year 250- mile travel limitation for sports
- F. First Allowable High School Contest Start Day for All Sports Seasons -- Amends By-Law 3.29 to change the first allowable contest date for all sports seasons from Friday to Thursday.
- G. Penalty for Ejections -- Amends By-Laws 5.5.1.c and 5.5.1.d to indicate that participation after an ejection at any level is prohibited until the one-contest suspension at the level at which the ejection occurred has been served.

## 3. CHANGES FOR THE UPCOMING SEASON (Advisory Committee): The following are changes in effect for the upcoming season that were recommended by the Cross Country Advisory Committee and approved by the Board of Directors:

- A. Recommend adding the names of the head coaches of the qualifying schools to the state program.
- B. Recommend at maximum four (4) teams per gender qualify to the state meet from districts no matter the number of teams entered to compete.
- C. Recommend changes to the State Meet Schedule as follows:

New Schedule for 2024						2023 Schedule					
Friday			Saturday			Friday			Saturday		
Time	Race	Awards	Time	Race	Awards	Time	Race	Awards	Time	Race	Awards
9:00	C5G		9:00	C2G		9:00	C5G		9:00	C2G	
9:45	C1G		9:45	C3G		9:45	C5B		9:45	C2B	
10:30	C5B		10:30	C2B		10:30		C5G	10:30		C2G
11:15	C1B	C5	11:15	C3B	C2	10:45		C5B	10:45		C2B
12:00		C1	12:00	C4G	C3	11:15	C1G		11:15	C3G	
			1:00	C4B		12:00	C1B		12:00	C3B	
			1:45		C4	12:45		C1G	12:45		C3G
						1:00		C1B	1:00		C3B
									1:30	C4G	
									2:15	C4B	
									3:00		C4G
									3:15		C4B

## 4. CHANGES FOR THE UPCOMING SEASON: Officials Recommendations (Sat Week 10 – Mon Week 1) Through the website, coaches are asked to recommend officials for postseason consideration. Coaches may only select officials who registered for the postseason, as in other sports. These recommended officials will be shared with each District Manager and also taken into consideration when selecting State Championship Officials. For every 5 officials recommended, a coach can non-recommend an official. This recommendation process is new for Cross Country and Track & Field, but many sports have had this in place for a couple years. Please refer to your Dates to Remember for specific dates.

## **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)
- K. WET BULB GLOBE THERMOMETER USE ([SMP](#))

## 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](http://www.mshsaa.org)) no later than one day prior to the school's first regular season contest. This roster will be transferred to **MoMileSplit.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.

**C. 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.

**D. THE RACE: (8-1-1a):** The runner's path may be the shortest distance between course markers including the start and finish lines when a single wide line is used to mark the path of the course. If two-boundary lines are used, runners must stay between the boundary lines at all times.

**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 less than 5 competitors of a team finish, places of all members of the team shall be disregarded and the team scores re-ranked.
3. Ties in team scoring shall be resolved by comparing the 6<sup>th</sup> place finishers from the tying teams. The team with the best 6<sup>th</sup> place finisher shall prevail. If one team does not have a 6<sup>th</sup> place finisher, the team with the 6<sup>th</sup> 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. 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. OFFICIALS:** Only MSHSAA registered officials shall be contracted for regular season meets. The host school is responsible for entering officials for each race, per the Officials Declarations, on their schedule. If other schools have the event on their schedule, they can see who worked the event.

**G. COMPETITOR'S UNIFORM:**

1. 4-3-1b: Each competitor shall wear a school-issued or school-approved, full-length track/cross country top and track/cross country 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 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 predominant color, school logo and color combination of all outer garments worn as a uniform, that members are from the same team.**

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

**H. PROVIDING LIQUIDS TO COMPETITORS:** Is permitted, as long as not to interfere with other competitors. (NFHS Rule 8-6-1d)

**I. ASSISTING A COMPETITOR:** 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.

- J. USE OF AN ATOMIZER (INHALER) DURING COMPETITION:** **For regular season meets & the District Meet** - 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. **For the State Meet** – the physician's statement must be emailed [janel@mshsaa.org](mailto:janel@mshsaa.org) (MSHSAA OFFICE) prior to NOON on Tuesday after qualified. **This authorization is for use from time reported to the start line through the finish of the race. Authorization is not needed outside of this time frame.** (NFHS Rule 4-6.5 Note 1)
- K. DEFINITION OF A TEAM:** A cross country team is represented by coaches, contestants, managers, trainers and other associated school personnel. A cross country team shall consist of seven members unless otherwise agreed. (NFHS Rule 8-5)
- L. 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 then determines whether the appeal is a judgment decision or a misapplication/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/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).
- M. 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 5th grade and below) must compete in races/events which exclude eligible student-athletes from MSHSAA-member schools registered in the sport.
- N. 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.
- O. 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.
- P. SPECIAL ACCOMMODATIONS:** The school of a competitor with a disability or special need may request specific accommodations. 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 accommodation being requested. The letter should include the rule references of applicable NFHS Rules which 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:
    - a. the special equipment,
    - b. the student wearing the special equipment, if applicable.
  5. Written approval from the MSHSAA office is required prior to any competition. The letter of approval from MSHSAA must be presented to meet officials before any accommodations may be used.
    - a. **Please allow ONE WEEK for requests to be reviewed prior to the first competition.**
    - b. MSHSAA will consider requests if:
      - i. the sport is not fundamentally altered by the accommodation,
      - ii. the accommodation does not create a risk to either the athlete or others, and
      - iii. the accommodation does not place opponents at a disadvantage.
  6. Subsequent Requests: For students with a prior approved accommodation and if no changes involving the accommodation have occurred; a written request from the school to have the accommodation to be renewed may suffice. Changes to NFHS Rules or MSHSAA Policies may require additional documentation for a full review.

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

### A. GENERAL INFORMATION

1. School Eligibility
  - a. Post season is for member senior high schools only
  - b. Schools must register for the post season by the annual deadline
  - c. Schedule/participate in at least 5 regular season contests.
  - d. An individual must have represented their school in interscholastic competition in that sport during the current season.

### B. OFFICIALS

1. Only MSHSAA registered officials (not on probation) shall be contracted for post season meets.
2. Only those MSHSAA registered officials who have completed and verified a post season application shall be eligible to work postseason meets.

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

### A. DISTRICT MEET ENTRY PROCESS:

1. Entries:
  - a. **DEADLINE: 6:00 PM, Monday of Week #17**
  - b. **Must be submitted by head coach on MoMileSplit.com**
  - c. Boys' teams and individuals will run in the boy's series. Girls' teams and individuals will run in the girl's series.
  - d. Number of Entries:
    - i. Maximum of 10 per gender
    - ii. Declaration of no more than 7 per gender will occur when the runners are clerked at the starting line on the day of the race.
  - e. **Late Entries:** A \$100.00 fine shall be assessed per student-athlete for entries made after the noted deadline.
  - f. **Substitutions:** Are only allowed after the deadline in the case of a documented injury or illness. These substitutions are considered late entries and the fine will be assessed.
2. Team Entry:
  - a. From 1 to 7 runners per gender may represent a school in the district meet.
  - b. Only those schools entering a minimum of 5 runners per gender and having 5 runners per gender finish will be eligible to place as a team.
  - c. The first 5 runners per gender from each school to finish shall be counted in determining the team score.
  - d. Schools entering fewer than 5 runners per gender or schools having fewer than 5 runners finish the race will not be eligible for a team place.

**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. Pass List – submitted through the MSHSAA website prior to the deadline. The pass list is for approved coaches, managers, other team personnel and administration.

### B. STATE MEET ENTRY PROCESS:

1. Entries:
  - a. **DEADLINE: 6:00 PM, Monday of Week #18**
  - b. State meet entries must be visually confirmed on Mo.MileSplit.com
  - c. MSHSAA Office shall be notified of any individual who will not compete in the State Championships.
2. Team Entry:
  - a. **The top four (4) teams that start and finish the District race shall qualify for the State meet, even if there are four or less teams that finish the race.**
    - i. These teams will be able to enter up to 10 individuals on their roster
    - ii. Declaration of no more than 7 will occur when the runners are clerked at the starting line on the day of the race.
    - iii. **Substitutions:** Automatic qualifying teams may substitute any student appearing on their eligibility roster and meeting the minimum entry requirements (Section 3.A.1.d)

**Note:** Any substitutions made after the noted deadline will not appear in any State programs or on any apparel.
  - b. If on the rare occasion a school qualifies a minimum of 5 individuals, but was not one of the automatic qualifying teams shall be able to compete for a team trophy if a minimum of 5 runners compete and finish.
    - i. These schools will only be able to enter the 5 individuals qualified from the district meet.
    - ii. These schools are **NOT** afforded the same substitution privileges as the automatic team qualifiers.
3. Pass List – There is NOT a pass list for the state meet. Credentials will be provided in the qualifier packets for each approved coach based on the school's qualifiers (by gender of team qualified).

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

(District Meet thru the State Championships)

**A. 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, without the consent of MSHSAA is prohibited. Events are defined as the competition or performance. This includes, but not limited to, using programs such as Facebook Live or YouTube.

**B. CLASSIFICATIONS (Friday of Week #10)**

1. Schools will be divided into 5 classes as determined by classification procedures outlined in Board Policy. Classification placement is determined by the gender with the higher number of postseason registered schools.
2. Postseason Format
  - a. Each classification in each gender will be divided into four districts based upon geographic location and numeric balance.
  - b. Qualifying Individuals and teams (if applicable) will advance to the state championship meet.

**C. POSTSEASON SCHEDULE:**

1. District Meet: Saturday of Week #17

- a. Start Time & Race Schedule: To be determined by games committee

**EVEN numbered years      Girls race first**  
**ODD numbered years      Boys race first**

**Note:** Games Committee shall take into consideration the travel time and distance of the schools in each classification

i. All sites will host multiple classification races (Classes 1 – 3 at 4 sites; Classes 4 & 5 at 4 sites)

- b. Any "open/extra" races will be run after all qualifying meets have been completed.

2. State Championship Meet: Friday & Saturday of Week #18

- a. Annual Rotation (Even Years – Girls 1<sup>st</sup> Gender/Odd Years – Boys 1<sup>st</sup> Gender)

	REFERENCE	2024 (G)	2025 (B)	2026 (G)	2027 (B)	2028 (G)
FRIDAY	A	CLASS 5	CLASS 4	CLASS 3	CLASS 2	CLASS 1
	B	CLASS 1	CLASS 5	CLASS 4	CLASS 3	CLASS 2
SATURDAY	C	CLASS 2	CLASS 1	CLASS 5	CLASS 4	CLASS 3
	D	CLASS 3	CLASS 2	CLASS 1	CLASS 5	CLASS 4
	E	CLASS 4	CLASS 3	CLASS 2	CLASS 1	CLASS 5

- b. Start Time & Race Schedule: (See Rotation above to match Classification to time slots)

<b>Thursday of Week #18</b>	<b>3:00 PM – 5:00 PM</b>	<b>A &amp; B</b>	<b>Tent City &amp; Course Access</b>
<b>Friday of Week #18</b>	7:00 AM	A & B	Facility Opens
	8:00 AM	General Public	<b>Gates Open</b>
	9:00 AM	A 1 <sup>st</sup> Gender	Race
	9:45 AM	B 1 <sup>st</sup> Gender	Race
	10:30 AM	A 2 <sup>nd</sup> Gender	Race
	11:15 AM	B 2 <sup>nd</sup> Gender	Race
	11:15 AM	A Both	Awards
	12:00 PM	B Both	Awards
	2:30 PM – 5:30 PM	C – E	Tent City & Course Access
<b>Saturday of Week #18</b>	7:00 AM	C – E	Facility Opens
	8:00 AM	General Public	<b>Gates Open</b>
	9:00 AM	C 1 <sup>st</sup> Gender	Race
	9:45 AM	D 1 <sup>st</sup> Gender	Race
	10:30 AM	C 2 <sup>nd</sup> Gender	Race
	11:15 AM	D 2 <sup>nd</sup> Gender	Race
	11:15 AM	C	Awards
	12:00 PM	E 1 <sup>st</sup> Gender	Race
	12:00 PM	D	Awards
	1:00 PM	E 2 <sup>nd</sup> Gender	Race
	1:45 PM	E	Awards

**D. ADVANCEMENT FROM DISTRICT (BOYS & GIRLS):**

1. Teams: The top four (4) teams that start and finish the District race shall qualify for the State meet, even if there are four or less teams that finish the race.
2. Individual: The top 30 individuals, inclusive of automatic qualifying team members, shall advance to the State meet.

## E. AWARDS

1. District:
    - a. Team: A plaque will be presented to the 1<sup>st</sup> and 2<sup>nd</sup> place teams for each qualifying race.
    - b. Individual: Medals will be awarded to the top 30 individual runners for each qualifying race.
  2. State:
    - a. One medal (per gender/per class) shall be awarded to each top **30** placing individual runners.
    - b. One set of 7 medals (per gender/per class) shall be awarded to each first, second, third and fourth place teams.
    - c. One set of 4 medals (per gender/per class) shall be awarded to each first, second, third and fourth place coaches.
    - d. 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.

## F. OFFICIALS RECOMMENDATIONS – (Sat. Week 10 – Mon. Week 13)

Through the website, coaches are asked to recommend officials for postseason consideration. Coaches may only select officials who registered for the postseason. These recommended officials will be shared with each District Manager and also taken into consideration when selecting State Championship Officials. For every 5 officials recommended, a coach can non-recommend an official. This recommendation process is new for Cross Country and Track & Field, but many sports have had this in place for a couple years. Please refer to your Dates to Remember for specific dates.

## G. DISTRICT MEET PROCEDURES

1. Coaches Meeting: The host site manager and referee shall conduct a coach's meeting prior to the start of each classes' races. This meeting should be used to remind coaches of information already supplied to them by the host manager; any unique aspects of the course, and necessary warnings regarding uniforms.
2. **Pre-Existing Medical Conditions (Use of an Atomizer (Inhaler)):** 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. **Authorization for use of an inhaler is from time reported to the start line through the finish of the race. Authorization is not needed outside of this time frame. (NFHS Rule 4-6.5 Note 1)**
3. Time Schedule: Determined by the Games Committee and posted on [www.mshsaa.org](http://www.mshsaa.org)
4. General Meet Information: Host site manager should disseminate any information necessary to member schools and the public to facilitate a quality experience for all including, but not limited to, parking availability and procedures, ticketing information, course map, concession and restroom availability, etc.
5. Admission: \$6.00, ages six (6) and up.
6. Digital Tickets: Host site option (Contact: [digitaltickets@mshsaa.org](mailto:digitaltickets@mshsaa.org))
7. Pass List: School is to submit pass list via [www.mshsaa.org](http://www.mshsaa.org). Any individual not listed on this pass list must pay admission for access to the meet.
8. **The Finish:**
  - a. The Finish: Initial finish shall be determined via a computer chip method (Bib – one in each bib OR shoe - each runner shall wear one chip on each shoe). Final results must be verified using an image-based timing system (finish line camera). The torso is the determining factor in close finishes
  - b. The Referee or the Jury of Appeals can authorize the viewing of MSHSAA official finish line videotape to determine finish places.

## H. STATE MEET PROCEDURES

1. Coaches Meeting: the presentation will be online and all coaches and AD are required to view and it is recommended any on-site supervising administrators view as well.
2. **Packet Pick-Up: Team packets will be available during each team's pre-meet Tent & Course Access period and after 7:00 AM on the day of their meet. The location for Packet Pick-up will be at a new building that has been built on-site, next to the athlete pavilion and circle drive.**
3. **Parking: (during Tent & Course Access period – park on-site; during competition, follow instructions below:**
  - a. **Vehicles carrying participating athletes may drop athletes off along the sidewalk next to Tent City and then proceed out of the facility to designated parking areas. There will be no "temporary parking" on-site.**
  - b. **Full Size buses must park at the Columbia Sports Fieldhouse. A shuttle will bring you back to the course. Buses do not require a permit.**
  - c. **School Vehicles & small buses (not full size buses) transporting participating athletes are to park in any of the designated public parking lots, including the Fr Tolton lot which will be available both days.**
  - d. **Maps and directions for parking areas can be found on the MSHSAA website.**
4. Tent City: is located on the soccer field adjacent to the entry drive in the northwest corner of the facility.
  - a. Schools are allowed to set up team tents during their early access period or after 7:00 AM on race day.
  - b. Schools are liable at all times for their tents and gear.
  - c. Tent City is no longer a restricted area.
5. Course Inspection: Will be permitted only during the time designated for each classification. Teams should not access the course prior to this period or prior to 7:00 AM on race day.
6. Admission: \$12.00 per day ages six (6) and up.
7. Digital Tickets: Use of digital ticketing will be REQUIRED. No paper ticketing will be available (Contact: [digitaltickets@mshsaa.org](mailto:digitaltickets@mshsaa.org))

8. **Manager/Teammate Event Access:** Schools will need to purchase a digital ticket for any additional non-competing team members and managers to gain access to the venue (viewing areas along the course, awards area, apparel sales)
9. **Manager Wristbands:** Schools will be provided one manager wristband. A second manager wristband may be requested if the other gender qualifies. This wristband is to provide this individual access to the start line and competitor check-in area to help gather and remove competitor's gear from these areas. *Any adult found wearing one of these wristbands will have it removed and have the option to purchase a digital ticket to remain in the facility. Additionally, the school will be fined \$50.00 for the abuse of this privilege.*
10. **Restricted Areas:**
- Course – Non-competitor shall not be on the course at any time during a race. Designated areas for viewing and crossing the course are monitored by marshals. Please heed their instructions.
  - Start Line/Competitor Check-in – On race day, limited to coaches, competitors, student managers and those with proper credentials. Administrators, parents and non-competitors should not be in this area.
  - Runners Assistance Building – Limited to competitors and event staff. Coaches, parents and teammates are to remain clear of this area. If staff needs, they will summon a coach into the area. Only upon request of medical staff will parents be permitted to enter this area.
- Note:** It is important for you to make these restrictions clear to your community BEFORE they are at the site.
11. **Facility Restrictions:**
- No bicycles are permitted on the facility property.
  - Dogs are not permitted at the facility. If you are found with one; you will be expelled from the meet.
- Note:** Properly credentialed service animals are permitted in the parking and spectator viewing areas.
12. **Dressing & Shower 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.
13. **Pre-Existing Medical Conditions (Use of an Atomizer (Inhaler)):** *At the State meet, coaches shall email all pre-existing medical conditions (i.e., an athlete susceptible to exercise-induced asthma) to the MSHSAA Office (janel@mshsaa.org) by 12:00 PM on the Tuesday before the State meet. Authorization for use of an inhaler is from time reported to the start line through the finish of the race. Authorization is not needed outside of this time frame. (NFHS Rule 4-6.5 Note 1)*
14. **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.
  - Each contestant must wear the bib and hip number assigned to him or her.
15. **Box Assignments:**
- Qualifying teams randomly assigned every other box within the center thirty-two (32) boxes
  - Schools with individual competitors randomly assigned to the remaining boxes where no more than three (3) individuals from separate schools may be assigned
16. **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 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.
17. **The Run:**
- The course will be 5,000 meters in length.
  - The course will be double lined; and color-coded flags, per NFHS rules, will be located at every turn.
  - Umpires/marshals will be stationed around the course to report any potential rule infraction.
  - A contestant can be disqualified for:
    - leaving the course,
    - interfering with another runner, or
    - receiving assistance
  - A contestant will be disqualified if a coach or other individual runs with or makes physical contact with a member of his/her team.
  - 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.
- Note:** 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.

18. The Finish:

- a. The Finish: Initial finish shall be determined via a computer chip method (Bib – one in each bib OR shoe - each runner shall wear one chip on each shoe). Final results must be verified using an image-based timing system (finish line camera). The torso is the determining factor in close finishes
- b. The Referee or the Jury of Appeals can authorize the viewing of MSHSAA official finish line videotape to determine finish places.

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

19. Awards Ceremony: After the conclusion of both the boys and girls races for each classification, medals will be presented to individual finishers followed immediately by team trophy presentations. Ceremonies will be by gender in the order the races were run. (See Schedule for approximate times)
20. Meet Results: Results will be announced after the meet and available on [www.mshsaa.org](http://www.mshsaa.org) as soon as possible.

## **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 \$25.00 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 [\(TOC\)](#)**

### **COPYRIGHT COMPLIANCE**

#### **MSHSAA Position Statement Regarding U.S. 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 [www.ASCAP.com](http://www.ASCAP.com) 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. MSHSAA Staff shall send an interest survey to all schools registered for postseason. The survey is to develop a pool of schools/facilities willing and able to host a district/sectional meet.
2. MSHSAA Staff will work to identify the best venue options for hosting based upon quality of facility, meeting of minimum requirements and travel considerations.
3. Prior to final assignment, a medical Emergency Action Plan (EAP) for all state series sites and venues must be confirmed/uploaded to the MSHSAA website prior to hosting. The medical EAP shall specifically require an onsite AED and use of MSHSAA's AED Guidelines as posted on the Sports Medicine page at [www.mshsaa.org](http://www.mshsaa.org)
4. MSHSAA Staff will publish selected sites by approximately the Friday of Week #8
5. Following the assignment of all registered schools to classifications and districts, schools registered for the postseason will know the location of their district meet.
6. 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. The Board of Directors has taken the position on the locations for District and State Tournaments that competition sites for all district and state series events shall be conducted in Missouri unless a school owned facility, contiguous to the school campus is beyond the state border.
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. A medical Emergency Action Plan (EAP) for the venue being used for hosting a postseason contest must be uploaded and accounted for at [www.mshsaa.org](http://www.mshsaa.org). The medical EAP shall specifically require an onsite AED and use of MSHSAA's AED Guidelines as posted on the Sports Medicine page at [www.mshsaa.org](http://www.mshsaa.org).
4. Secure location for contest officials to be sequestered from teams and spectators.
5. Ability to take admission for all contests.
6. Seating capacity shall be adequate to accommodate anticipated attendance.
7. Adequate off-street parking available for the seating capacity of the facility – required.
8. Adequate concessions available for spectators – required.

#### **C. Specific Criteria for Cross Country Sites**

1. Advisory sub-committee currently developing guidance

## **APPENDIX D [\(TOC\)](#)**

# **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



**MISSOURI STATE HIGH SCHOOL ACTIVITIES ASSOCIATION**

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