



2018



Cross Country Manual

MSHSAA

Missouri State High School Activities Association

2018

CROSS COUNTRY MANUAL

MISSOURI STATE HIGH SCHOOL ACTIVITIES ASSOCIATION

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

PURPOSE AND PHILOSOPHY

- A. PURPOSE OF MANUAL:** This manual has been prepared to provide a better understanding of the administration of MSHSAA sponsored events. It will serve as a guide to the participating schools and will provide for greater consistency. All information will be included in this manual except supplementary or incidental information as may be included in the MSHSAA Journal. The regulations in this manual shall be considered official unless the schools are notified in a Special Bulletin of any changes.
- B. PHILOSOPHY OF INTERSCHOLASTIC ACTIVITIES:** Interscholastic activities are intended to supplement the secondary curricular program. These activities can provide the student with educational experiences and learning outcomes that contribute toward the development of good citizenship. This can be accomplished only when the emphasis is placed upon teaching "through school activities." Interscholastic activities can be justified only when this is its primary philosophy and purpose.
- C. PURPOSE OF DISTRICT AND STATE CONTEST:** There are two primary purposes that justify and cause district and state events to be desirable. Those purposes: to provide opportunities to demonstrate before the public the best knowledge, skills, and emotional patterns taught through a particular sport; to evaluate and compare the best of this teaching of knowledge, skills and emotional patterns among schools. Unless these purposes are primary, District and State athletic contests cannot be completely justified.

It is the desire of the MSHSAA Board of Directors that these events be both fun and educational. It is extremely important that players, coaches, and the school community make every effort to enhance-and keep in proper perspective-the educational values of these events. Competition merely for "competition's sake" cannot be justified. Only when competition contributes toward worthwhile educational goals can it be considered sufficiently important to be included in the school program.

- D. SUPERVISION OF PLAYERS AND FANS:** MSHSAA By-Laws holds a school responsible, both at home and away, for the conduct of its players, students, coaches, and fans. Coaches are required to supervise their players. A coach's respect for others and school property is necessary in order to instill in their players a respect for others and school property. Students staying overnight in hotels or motels in conjunction with any interscholastic athletic contest should be well chaperoned. The good conduct of students will leave a good impression for the entire school.

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

REGULAR SEASON

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 over to TRXCTiming. You cannot add names to TRXCTiming; it must go through the MSHSAA eligibility roster.

B. CLASSIFICATION:

1. District, Sectional, and State cross-country competition (boys and girls) will be administered under a one year classification plan based on the enrollment in grades 9-12. The enrollment for all boys and all girls' schools shall be doubled for classification purposes.
2. Cross Country schools will be divided equally into classes (boys and girls) for state meet series competition. This will follow requirements found in By-Law 5.1.4 and procedures established by the MSHSAA member schools

C. DISTRICT AND SECTIONAL ASSIGNMENTS: Assignments will be made based on geographic location and balance of district size. It is the goal of district and sectional competition to bring in schools from different areas of the state to the final site. The Board of Directors in June of 1999 adopted the following policy on the location of District, Sectional, and State Meet sites:

"Competition sites for all district and state series events shall be conducted within the state boundaries. However, an event may be hosted beyond the state border only in cases where the school's facility is contiguous to the school campus but physically located beyond the border."

D. 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 **five (5)** regular season contests.
3. Each student must participate in at least **one (1)** regular season meet to be eligible to participate in the district meet.
4. Per season, a school may participate in **one (1)** out-of-state, multi-school (more than two schools) contest beyond 250 miles of the border of Missouri.

E. COACH'S ONLINE RULES REVIEW: All cross country coaches (head and assistant; middle school/junior high school or senior high school level) are required to complete the MSHSAA Online Cross Country Rules Review (www.mshsaa.org).

F. THE COURSE (Rule 8-1-1): The cross country course shall be 2500 to 5000 meters (1.5 to 3.1 miles) in length as determined by the meet director or games committee. 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 wherever the course turns, or by flags about 1-foot square and mounted on stakes which hold them 6 feet or more above the ground SHALL BE USED. NOTE: If a single wide line is used it may or may not mark the shortest possible route a runner may 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.

G. 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 seven team members retaining their order of finish. The team score then shall be determined by totaling the points scored by the first five finishers of each team. The team which scores the fewest number of points is the winner.

2. If fewer than five competitors of a team finish, the places of all members of that team shall be disregarded and the team scores re-ranked.
3. Ties in team scoring shall be resolved by comparing the sixth-place finishers from the tying teams. The team with the best sixth-place finisher shall prevail. If one team does not have a sixth-place finisher, the team with the sixth-place finisher shall prevail.
4. If only five competitors of tying teams finish, the tie shall be resolved by totaling the scores of the first four finishers.
5. **Clarification of Finish Procedures: 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, 2, 3, on the correction of errors.

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

In October 2008, the NFHS Board of Directors approved changes concerning sanctioning fees and timelines. Effective **August 1, 2009, the sanctioning processing fee will increase to \$200 (must be received 60 days prior to the event)**. The late fee for any application that arrives in the NFHS office **15-59** calendar days prior to the event will be **\$100** for the total of **\$300**. If the application arrives in the NFHS office less than 15 calendar days prior to the event, the late fee will be **\$300** plus a **\$100** penalty for not forwarding the final list of actual entries, which would make the total application fee **\$600**. If the list is not received **five** days before the event, the application for sanction will not be approved, and the meet director will be notified that it is a non-sanctioned event. All sanction applications must be approved by the MSHSAA Office first and will then be forwarded to the NFHS.

I. COMPETITOR'S UNIFORM:

* 4-3-1 b Each competitor shall wear a school-issued or school-approved full-length track top and track bottom or one-piece uniform. **Any outer garment (t-shirt, sweatshirt, sweatpants, tights) that is school-issued or school-approved becomes the official uniform, when worn.**

* 4-3-1 b4 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.**

* **4-3-1 b8 Any visible garment worn underneath the uniform top and/or bottom is considered a foundation garment. A foundation garment is any item worn under the uniform top and/or bottom and is not subject to logo/trademark/reference or color restrictions.**

* **4-3-2 a All cross country team members must wear uniforms clearly indicating, through color, logo and combination of all outer garments worn as a uniform, that members are from the same team.**

* **4-3-2 b Other visible garments useful in team recognition worn by team members must be of an identical solid color. This does not apply to items of apparel above the shoulder or those covering the hands/feet.**

Note: In Missouri it has been established that the warning, related to illegal uniforms, is issued during the coaches' meeting conducted prior to the start of any race.

- J. PROVIDING LIQUIDS TO COMPETITORS:** Providing liquids during competition to a competitor by a non-competitor is permitted, as long as other competitors are not interfered with (NFHS Rule 9-7-4 NOTE).

- K. USE OF AN ATOMIZER DURING COMPETITION:** A physician's statement must be presented to the meet director/referee prior to the beginning of the meet for a competitor to use an atomizer during competition containing a prescription asthmatic drug (NFHS Rule 4-5-8 NOTE).

- L. OFFICIAL'S UNIFORM:** The required uniform for MSHSAA registered track and field officials includes an all-white shirt (short sleeves) and black slacks or black shorts (the color of the slacks/shorts may be khaki if all officials agree on the use of khaki; otherwise, the color shall be black). The white "golf-style" shirt can be purchased through **GetOfficial** (contact options: www.getofficial.com or 1-877-438-4242 or 816-880-5390 in the Kansas City area): Item # 16MO-Official Missouri shirt. The white shirt can be purchased from other sources, but the MSHSAA official's emblem must be worn on the left sleeve, one inch below the shoulder seam.

- M. DEFINITION OF A TEAM:** A cross country team is represented by coaches, contestants, managers, trainers and other associated school personnel (NFHS Rule 9-5).

N. APPEAL PROCESS:

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

O. 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 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 sixth grade and below) must compete races/events which exclude eligible student-athletes from member schools registered in the sport.

P. 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.

Q. 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 two (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.

R. HEAT ACCLIMATIZATION

WET BULB GLOBE THERMOMETERS (WBGT)

1. **The use of a Wet Bulb Globe Thermometer (WBGT) is now the recommended practice for determining whether a practice or contest must be postponed or suspended due to heat/humidity conditions.**
2. **WBGT Recommendations and Guidelines, Background and Rationale and a resource list of websites to secure a WBGT are posted on the Sports Medicine Page of the website.**
3. **This graph outlines the heat acclimatization Practice Plan.**

Day	Heat Acclimatization Practice Plan	Sports Equipment/Helmets/Pads
1	One Practice per day (3 hours Total) 1 hour walkthrough after 1 hour of rest	FB-Helmet only; SB and BB catchers equipment allowed *
2	One Practice per day (3 hours Total) 1 hour walkthrough after 1 hour of rest	FB-Helmet only; SB and BB catchers equipment allowed *
3	One Practice per day (3 hours Total) 1 hour walkthrough after 1 hour of rest	FB-Helmet / shoulder pads / blocking sleds / tackling dummies only
4	One Practice per day (3 hours Total) 1 hour walkthrough after 1 hour of rest	FB-Helmet / shoulder pads / blocking sleds / tackling dummies only
5	One Practice per day (3 hours Total) 1 hour walkthrough after 1 hour of rest	FB-Helmet / shoulder pads / blocking sleds / tackling dummies only
6-16	<ul style="list-style-type: none"> • Alternate double practice days w/ a single practice day or a rest day. • <u>Double Practice Day</u>: 3 hour max per practice; 5 hour max total w/ 3 hour minimum rest between the two. • <u>Single Practice Day</u>: 3 hour max; 1 hour walkthrough after 1 hour rest. • During the preseason heat acclimatization period, if practice occurs on six consecutive days, participants should have one day of complete rest (no conditioning, walk-throughs, practices, etc.). Therefore, 16 days are needed to complete the 14-practice requirement. • On-site Athletic Trainer for the heat acclimatization period (days 1-16) if possible, but not required. 	FB-All equipment / full contact

* Baseball and Softball catchers may wear protective gear for their safety and by rule, but must be allowed extra rest and water breaks during the practice.

** Field Hockey: On days 3-5 goalie can wear protective equipment with extended breaks.

*** Golf is excluded from the heat acclimatization schedule but must have 14 days of practice completed before competition

**** The preseason scrimmage is a practice and the time spent for this scrimmage counts towards the total hours of practice in a day.

CHAMPIONSHIP SERIES – DISTRICTS

A. ADVANCEMENT OF WINNERS: A minimum of 16 teams will advance to the state meet in all classes for both boys and girls.

1. Boys and Girls Classes 1, 2, and 3:

a. Eight (8) districts will be established in each class. The qualifying process shall be identical for Classes 1, 2, and 3: the top two (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.

2. Boys and Girls Class 4:

a. Eight (8) districts will be established. The top four (4) teams and those individuals finishing 30th place or better, inclusive of the qualifying teams, shall advance from each district meet to the sectional meet.

B. 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 included all entry fees for the district, sectional and state meets. Thus, unless the entries are submitted after the entry deadline (4:00 p.m. on the Monday preceding the meet), no additional fees are to be submitted for either the district, sectional or state meets. The official entry process is an online website, which a head coach must access, at www.trxctiming.com. A school must have participated in five (5) meets in order to be eligible to participate in the district meet. [See By-Law 5.1.2 (312)]

1. Class 1, 2, 3 and 4 district meet entries must be entered by 4:00 p.m. Monday preceding the meet on www.trxctiming.com. Coaches can manage their roster to change/confirm up to 10 runners (maximum of 7 will run) until 4:00 p.m. on the Wednesday preceding the meet. Declaration will occur when the runners are clerked at the starting line. **Late Entries:** The deadline to submit entries for the district meet is 4:00 p.m. on the Monday preceding the meet. A \$100 fine shall be assessed per student-athlete for entries made after 4:00 p.m.
2. From one (1) to seven (7) runners may represent a school in the meets. The first five (5) runners from each school to finish shall be counted in determining the team score. If, on the rare occasion, a school qualifies five (5) or more individuals to the next level of competition, the school shall compete as a team at the next level with those runners who have qualified only. They do not get the same privileges as a team placing in the top four (4) in Class 4 or the top two (2) in Classes 1, 2 and 3.
3. Schools which enter fewer than five (5) runners or schools which have fewer than five (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. To be eligible to enter a team or individual in the state series, a school must have scheduled/participated in at least **five (5)** regular season meets. Individuals who are members of a school team that has met this requirement shall be eligible to participate in the state series as long as they have participated in at least **one (1)** interscholastic meet during the season. [See By-Law 5.1.2 (312)]
5. Boys' teams and individuals will run in the boy's series. Girls' teams and individuals will run in the girl's series.

C. SUBSTITUTIONS: For purposes of advancement, teams shall be considered to consist of five (5) to seven (7) runners from each school who participated in the district/sectional qualifying meets. However, any student whose name is included on the schools cross country eligibility roster (located on the MSHSAA website) may be used as a substitute for a team member at the applicable level.

D. DATES:

1. Boy's and Girl's Class 4 district meets will be held on Saturday, October 21.
Make-up date: October 23 at 3:00 p.m.
2. Boy's and Girl's Classes 1, 2 and 3 district meets will be held on Saturday, October 28.
Make-up date: October 30 at 3:00 p.m.

Note: If the weather is inclement, all "open/extra" races shall be run after all qualifying meets have been completed, and only students who are eligible in cross country for their MSHSAA member senior high school shall be permitted to participate in such "open/extra" races.

E. AWARDS: Medals will be awarded to the top 15 place individual (boys and girls) runners in Classes 1, 2 and 3. A plaque will be awarded to the first and second place teams (boys and girls) in Classes 1, 2 and 3. Medals will be awarded to the top 30 place individual (boys and girls) runners in Class 4. A plaque will be awarded to the first place team only (boys and girls) in Class 4.

CHAMPIONSHIP SERIES – SECTIONALS

- A. ADVANCEMENT OF WINNERS:** A minimum of 16 teams will advance to the state meet in all classes for both boys and girls.
- 1. Boys and Girls Class 4:**
 - a. Four (4) sectional meets will be established. The top four (4) teams and those individuals finishing in 30th place or better, inclusive of the qualifying teams, shall advance from each sectional meet to the state meet.
- B. 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 included all entry fees for the district, sectional and state meets. Thus, unless the entries are submitted after the entry deadline (4:00 p.m. on the Monday preceding the meet), no additional fees are to be submitted for either the district, sectional or state meets. The official entry process is an online website, which a head coach must access at www.trxctiming.com. A school must have participated in five (5) meets in order to be eligible to participate in the state series. [See By-Law 5.1.2 (312)]
1. Class 4 sectional meet entries must be visually confirmed by 4:00 p.m. on the Wednesday preceding the meet at www.trxctiming.com. Qualifying teams can manage their roster to change/visually confirm up to 10 runners (maximum of 7 will run) for sectional competition. Individual qualifiers can only be scratched or visually confirmed. Declaration will occur when the runners are clerked at the starting line.
 2. From one (1) to seven (7) runners may represent a school in the meets. The first five runners from each school to finish shall be counted in determining the team score. If, on the rare occasion, a school qualifies five or more individuals to the next level of competition, the school shall compete as a team at the next level with those runners who have qualified only. They do not get the same privileges as a team placing in the Top 4 in Class 4 or the Top 2 in Classes 1, 2, and 3.
 3. Schools which enter fewer than five (5) runners or schools which have fewer than five (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. To be eligible to enter a team or individual in the state series, a school must have scheduled/participated in at least **five (5)** regular season meets. Individuals who are members of a school team that has met this requirement shall be eligible to participate in the state series as long as they have participated in at least **one (1)** interscholastic meet during the season. [See By-Law 5.1.2 (312)]
 5. Boys' teams and individuals will run in the boys series. Girls' teams and individuals will run in the girls series.
- C. SUBSTITUTIONS:** For purposes of advancement, teams shall be considered to consist of five (5) to seven (7) runners from each school who participated in the district/sectional qualifying meets. However, any student whose name is included on the schools cross country eligibility roster (located on the MSHSAA website) may be used as a substitute for a team member at the applicable level.
- D. DATES:**
Boys and Girls Class 4 Sectional Meets will be on Saturday, October 28.
Make-up date: October 30 at 3:00 p.m.
- Note:** If the weather is inclement, all "open/extra" races shall be run after all qualifying meets have been completed, and only students who are eligible in cross country for their MSHSAA member senior high school shall be permitted to participate in such "open/extra" races.
- E. AWARDS:** Medals will be awarded to the top 30 individual (boys and girls) runners. A plaque will be awarded to the first and second place teams (boys and girls).

CHAMPIONSHIP SERIES – STATE

- A. 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 included all entry fees for the district, sectional and state meets. Thus, unless the entries are submitted after the entry deadline (4:00 p.m. on the Monday preceding the meet), no additional fees are to be submitted for either the district, sectional or state meets. The official entry process is an online website, which a head coach must access at www.trxctiming.com. A school must have participated in five (5) meets in order to be eligible to participate in the district meet. [See By-Law 5.1.2 (312)]
1. Class 1, 2, 3 and 4 state meet entries must be visually confirmed by 4:00 p.m. Monday preceding the meet at www.trxctiming.com. Teams qualifying can manage their roster to change/visually confirm up to 10 runners (maximum of 7 will run) for state competition. Individual qualifiers can only be scratched or visually confirmed. Changes that occur after the Monday, 4:00 p.m. deadline must follow the substitution procedure outlined in this manual. Also, these changes will not appear in the State Meet Program. Declaration will occur when the runners are clerked at the starting line.
 2. From one (1) to seven (7) runners may represent a school in the meets. The first five (5) runners from each school to finish shall be counted in determining the team score. If, on the rare occasion, a school qualifies five or more individuals to the next level of competition, the school shall compete as a team at the next level with those runners who have qualified only. They do not get the same privileges as a team placing in the Top 4 in Class 4 or the Top 2 in Classes 1, 2 and 3.
 3. Schools which enter fewer than five (5) runners or schools which have fewer than five (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. To be eligible to enter a team or individual in the state series, a school must have scheduled/participated in at least **five (5)** regular season meets. Individuals who are members of a school team that has met this requirement shall be eligible to participate in the state series as long as they have participated in at least **one (1)** interscholastic meet during the season. [See By-Law 5.1.2 (312)]
 5. Boys' teams and individuals will run in the boys series. Girls' teams and individuals will run in the girls series.
- B. SUBSTITUTIONS:** For purposes of advancement, teams shall be considered to consist of 5-7 runners from each school who participated in the district/sectional qualifying meets. However, any student whose name is included on the schools cross country eligibility roster (located on the MSHSAA website) may be used as a substitute for a team member at the applicable level.
- C. DATES AND SCHEDULES:** The state meets will be held Saturday, November 3, 2018, at the Oak Hills Golf Center in Jefferson City. Oak Hills Golf Center is located on Ellis Boulevard in the southern part of Jefferson City approximately one mile east of Highway 54 South.

Packet Pick-up: Coaches can pick-up their school packets at 7:00 a.m. on Saturday morning.
Coach's Meeting: The coach's meeting is online. **All coaches are required to view the online meeting.**

2018 STATE SCHEDULE

Class 4 Girls	9:00 am	
Class 3 Girls	9:35 am	AWARDS – Trophies and Medals
Class 4 Boys	10:10 am	Class 4 Girls & Boys @ Approximately 10:45 am
Class 3 Boys	10:45 am	Class 3 Girls & Boys @ Approximately 11:15 am
Class 1 Boys	11:20 am	Class 1 Girls & Boys @ Approximately 1:00 pm
Class 2 Boys	11:55 pm	Class 2 Girls & Boys @ Approximately 1:30 pm
Class 1 Girls	12:30 pm	
Class 2 Girls	1:05 pm	

- E. ADMISSION:** Admission to the state meet is **\$8.00** per day for students and adults. Children ages five (5) and under are free of charge. Gates open at 8:00 a.m.
- F. AWARDS:**
- Medals shall be awarded to the top 25 placing individual runners (per gender/per class). Head coaches of first, second, third and fourth place teams will also be presented medals.
 - One set of seven (7) medals (per gender/per class) shall be awarded to the top four (4) place teams.
 - Trophies will be awarded to the first, second, third and fourth place teams (per gender/per class).
 - **NOTE:** Schools may purchase additional medals for team members by contacting the MSHSAA office.

- G. PARKING:** Buses, cars and vans carrying participating athletes are not permitted in the parking lot in front of the clubhouse at the State Championships. Vans and cars carrying participating athletes may park in the maintenance area located north of the clubhouse across Ellis Boulevard. Permits may be picked up on Friday during practice time or on Saturday morning at the packet pick up trailer. Parking is at a premium, so please park in a way that will permit the maximum number of vans/cars into the limited area. School buses carrying participating athletes may drop those athletes off at the gate and continue on to the school bus parking lot located on Holiday Drive (map and directions can be found on the MSHSAA website). Fans are encouraged to park along the shuttle bus route and use the shuttle to get back to the course (see MSHSAA website).
- H. INSPECTION OF COURSE:** The golf course has been reserved for 3:30 p.m. on Friday (the day before the state meet) and for all day the day of the meet. The cross country course is on a public golf course; therefore, it is emphasized again, COACHES AND RUNNERS ARE NOT ALLOWED ON THE COURSE UNTIL AFTER 3:30 p.m. ON FRIDAY (the course may be opened before 3:30 p.m. if the course preparations have been completed prior to that time).
- I. RESTRICTED AREA:** Everyone must stay off the greens and out of the roped areas. Coaches are asked to help keep spectators out of these 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 Oak Hills Golf Center property.
- J. TEAM TENTS:** Schools are allowed to set up team tents on Friday. Schools are liable at all times for their tents.
- K. 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 Jefferson City Parks and Recreation Department cannot accept responsibility for any lost or stolen articles.
- L. 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 one (1) inch.
- All contestants will be provided with two (2) bib numbers 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.
 - Two chips will be provided in the school packet for each athlete. Please be sure the chip number matches the bib/hip numbers and that it is placed so that the side of the chip with the number is visible to the officials.
 - **Each contestant must wear the bib/hip/chip number assigned to him or her.**
- M. 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 fax beforehand to the MSHSAA office by 12:00 p.m. on the Thursday before the state meet.
- N. 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 as well as placed on the clubhouse window. 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 5 minutes prior to the race.
 - **Five (5) 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.
- O. 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.

- P. THE FINISH:** The finish shall be determined via a computer chip method (each runner shall wear two computer chips, one securely attached to each shoe). All runners must run across the finish pad in order to receive a place and time. The 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.
- Q. MEET RESULTS:** Results will be announced after the meet and will be available on the MSHSAA website as soon as possible after the meet. A copy of the results can be viewed and verified at the finish line on the TRXC Timing trailer.
- R. TIMING CHIP RETURN:** Please return the timing chips (return all at once; do not return individually) to the timing chip return tent located south of the Clubhouse. A \$50 fine per chip will be assessed for those chips not returned.

STATE CROSS COUNTRY EMERGENCY PLAN

Oak Hills Golf Course

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 2-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 Oak Hills Golf Course 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 Oak Hills Golf 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:

932 Ellis Blvd. Jefferson City, MO 65101
Off Hwy 54, take the Ellis Blvd. exit. Turn east onto Ellis Blvd. - Complex on the Right.

LIGHTNING SAFETY GUIDELINES

The MSHSAA Board of Directors has adopted the position statement of the National Athletic Trainers' Association regarding lightning safety (Journal of Athletic Training 2000; 35(4):471-477). The procedures are listed below:

- A. Formalize and implement a comprehensive, proactive lightning-safety policy or emergency action plan specific to lightning safety. The components of this policy should include the following:
 - An established chain of command that identifies who is to make the call to remove individuals from the field or an activity.
 - A designated weather watcher (i.e., a person who actively looks for the signs of threatening weather and notifies the chain of command if severe weather becomes dangerous).
 - A means of monitoring local weather forecasts and warnings.
 - A listing of specific safe locations (for each field or site) from the lightning hazard.
 - The use of specific criteria for suspension and resumption of activities (refer to recommendations 4, 5, and 6).
 - The use of the recommended lightning-safety strategies (refer to recommendations 7, 8, and 9).
- B. The primary choice for a safe location from the lightning hazard is any substantial, frequently inhabited building. The electrical and telephone wiring and plumbing pathways aid in grounding a building. This is the reason it is safer to remain indoors during thunderstorms. It is important not to be connected to these pathways while inside the structure during ongoing thunderstorms.
- C. The secondary choice for a safer location from the lightning hazard is a fully enclosed vehicle with a metal roof and the windows closed. Convertible cars and golf carts do not provide protection from lightning danger. It is important not to touch any part of the metal framework of the vehicle while inside it during ongoing thunderstorms.
- D. Seeking a safe structure or location at the first sign of lightning or thunder activity is highly recommended. By the time the flash-to-bang count approaches 30 seconds (or is less than 30 seconds), all individuals should already be inside or should immediately seek a safe structure or location. To use the flash-to-bang method, the observer begins counting when a lightning flash is sighted. Counting is stopped when the associated bang (thunder) is heard. Divide this count by 5 to determine the distance to the lightning flash (in miles). For example, a flash-to-bang count of 30 seconds equates to a distance of 6 miles (9.66 km).
- E. Postpone or suspend activity if a thunderstorm appears imminent before or during an activity or contest (regardless of whether lightning is seen or thunder heard) until the hazard has passed. Signs of imminent thunderstorm activity are darkening clouds, high winds, and thunder or lightning activity.
- F. Once activities have been suspended, wait at least 30 minutes after the last sound of thunder or lightning flash before resuming an activity or returning outdoors. A message should be read over the public address system and lightning-safety tips should be placed in game programs alerting spectators and competitors about what to do and where to go to find a safer location during thunderstorm activity.
- G. Extremely large athletic events are of particular concern with regard to lightning safety. Consider using a multidisciplinary approach to lessen lightning danger, such as integrating weather forecasts, real-time thunderstorm data, a weather watcher, and the flash-to-bang count to aid in decision making. **If available, other tools should be utilized (i.e., internet access via mobile device monitoring the environmental conditions) in making a well-informed decision on delaying events and/or practices.**
- H. Avoid being in contact with, or in proximity to, the highest point of an open field or on the open water. Do not take shelter under or near trees, flag poles, or light poles.
- I. Avoid taking showers and using plumbing facilities (including indoor and outdoor pools) and land-line telephones during thunderstorm activity. Cordless or cellular telephones are safer to use when emergency help is needed.
- J. Individuals who feel their hair stand on end or skin tingle or hear crackling noises should assume the lightning-safe position (i.e., crouched on the ground, weight on the balls of the feet, feet together, head lowered, and ears covered). Do not lie flat on the ground.

- K. Observe the following basic first-aid procedures, in order, to manage victims of lightning strike:
- Survey the scene for safety. Ongoing thunderstorms may still pose a threat to emergency personnel responding to the situation.
 - Activate the local emergency management system.
 - Move the victim carefully to a safer location, if needed.
 - Evaluate and treat for apnea and a systole.
 - Evaluate and treat for hypothermia and shock.
 - Evaluate and treat for fractures.
 - Evaluate and treat for burns.
- L. All persons should maintain current cardiopulmonary resuscitation (CPR) and first-aid certification.
- M. All individuals should have the right to leave an athletic site or activity, without fear of repercussion or penalty, in order to seek a safe structure or location if they feel they are in danger from impending lightning activity.

MEDIA INFORMATION

- A. District and Sectional Press Passes:** Members of the media who need working passes for district and sectional contests should contact the site manager of the site at least 48 hours before the event he or she wishes to cover. All members of the working media should be prepared to show photo identification upon arrival and/or verify employment by outlet. No admission (where available) will be charged to media representatives who have made prior arrangements with the site manager or who are prepared to present valid credentials upon arrival. No one under 18 years of age (except student media representatives), spouses, friends, coaches or fans will be admitted to media areas.
- B. Media Services:** Every effort should be made by each site manager to accommodate and provide working space for media representatives. These basic services should include (but not limited to) providing: rosters with bib numbers (if possible), official results or scoring, a writing surface (such as a press room or press table) and access to the course. Photographers should remain a safe distance from the course at all times and should not be permitted on the course during competition as much as possible. Flash photography is permitted, provided the photographer does not (in the opinion of officials, players or coaches) disrupt racing by using a flash or strobe. Site managers are encouraged to direct any media questions or report any problems to Jason West at the MSHSAA office.
- C. Results:** Each site manager has the responsibility to insure that all final results are reported immediately after the conclusion of each district or sectional event to TRXC Timing website (www.trxctiming.com)
- D. State Championship Press Passes:** Members of the media seeking working passes for the final site and MSHSAA Championships should submit an official credential request through the MSHSAA's on-line system no later than the designated deadline for each event. The on-line credentialing system can be accessed by registered media outlets from the media tab on the MSHSAA website (www.mshsaa.org). No late submissions will be honored. All personnel restrictions for credentials shall apply and be strictly enforced. Do not contact the host site for the Championship (state-level) credentials.

