Hosting a CSC weekday meet

Before the meet

1. Clean up and mark the course. Clear leaves, if the leaves have begun falling. Your school's custodial department may lend you a gas-powered leaf blower if you have a lot of woodland trail to rake.
   - Mark prominent rocks and roots with paint. Loggers use blue in the woods because it stands out as a color not usually seen there. Yellow, pink, and orange often blend in, especially in autumn.
   - To mark turns, use large, clear arrows on the ground or at shoulder height or the flags used in the color system outlined in National Federation of State High School Association (NFSHSA) rules (yellow for right, blue for straight, red for left).
   - If there are places where runners might go the wrong way, block the way using surveyors' tape, rope with flags on it, or some other material. If you can't block the route, plan to put a spotter there to guide runners through that area.
   - Be sure you have enough space on the starting line. The NFSHSA requires at least 6 feet per school participating, but more is better.
   - Set up a finish chute to funnel runners to your finish line. NFSHSA recommends the chute be at least 15 feet long, and 15 feet wide at its entrance. If your start and finish line are the same, set cones to mark the chute after the race starts.
   - You might have a friend unfamiliar with your course try running it to make sure it is clear.

2. Send directions to your course and a copy of your course map to all schools visiting your course by mail or e-mail.

3. Prepare a map of the course and copy (8-10/team) to hand out to visiting teams. Please do not provide a google map satellite image or comparable image. They are very hard to understand quickly. You can draw a very good, simple map showing prominent landmarks using a google map satellite image as a base by laying a piece of tracing paper over it and sketching in the important landmarks and then drawing your course (see attachment).

4. Make up cards with number for each race to hand out at finish line. These don't need to be big, but it's a good idea to use permanent marker in case it rains. Some people use popsicle sticks instead.

5. Set up timing system (cross country time sheet (see attachment), printing watch, or another system). Plan to have a backup watch running.

6. Set up scoring sheets for individual races and team races. These don't need to be fancy.

7. If you're on campus, making arrangements to use a photocopier is easier than sending out results later. Some teams have newspapers other than the Observer-Dispatch to whom they phone in results.

8. Some teams provide apples at the finish line. It's a nice touch. Others have a water cooler and cups. If it's a hot day, this is a good idea. Neither is required. Teams should come prepared to be self-sufficient.

9. Have an AED on site. As host, you are responsible for this.

10. Provide a place for garbage. Sometimes it is easiest to hand out a garbage bag to each team upon arrival. It gives the message that you expect everyone to have the good manners to clean up before leaving.

11. If you do not run on your school campus, have a contingency plan for potential medical emergencies. If the local EMS can have an ambulance on site, that is best. If not, let the dispatcher know that you are hosting an event. Check to see that you have cell phone service in case a call must be made.

12. If not on campus, make some sort of restroom facilities available.

On the afternoon of the race, before the race

1. Organize spotters for your course for problem spots, if you have them.

2. Organize finish line crew with timers, recorders (if using a time sheet), spotters to watch for close finishes and put runners in correct order to receive their finish cards, and a person to hand out cards to finishers

3. Distribute maps to visiting teams' coaches; if you wish, you may send some of your team to show the course.

After the race

1. Visiting teams' coaches will usually start filling in their runners' places on the individual results sheets from their finish cards. Make the sheets available on clipboards with pens. If it's wet, try putting each clipboard in a clear plastic bag big enough to allow a person to write inside of it. Recording individual results allows us to get right to scoring the meet afterwards.

2. Score the races and determine team records. Visiting coaches should stay to do this with you. As host coach, you are responsible for

making sure the meet is scored, but you should not have to do it alone. Some excuses, like a very long trip home, may be acceptable, but if they bug out without a word, please e-mail league chairs.

3. E-mail plain text results of the meet and new team records in the body of an e-mail (no attachments) to the *Utica Observer-Dispatch*, the CSC's paper of record, at sports@uticaod.com. They want results by 10 p.m. Please do not omit this.

4. Fax a full set of varsity results to the attention of Steve Philpotts at 315-839-6390 (this fax machine is in the Sauquoit Valley school offices) by the end of work on Thursday, the day after you host.   The results are required to compile team standings going in to the championship meet. He should NOT have to chase you down for this information, nor should he have to the whole thing at the last minute.

PLEASE NOTE: If, as a visitor, you are unhappy with how a meet was hosted or as a host, with how a team or its coach behaved, talk with your AD immediately. Your AD must contact the AD at school against which you have a complaint within 24 hours. This grievance process puts in motion the mechanism that allows us to make changes to our bylaws that effect changes. If you don't do this, you are merely complaining and making no effort to improve a situation.