

Cross Country

Guidelines for Host Schools

The following guidelines are to be followed when hosting a Cross Country meet.

1. THE COURSE

Host schools to send a map of the course to all competing schools 10 days prior to the event. On event day, set the course out clearly using **bunting**, flags and/or cones as necessary. The finish area must be well defined.

Course markings: Host schools are to clearly mark out the courses for each event. Runners must be able to view all areas of the course in front of them. **All directional changes (corners / turns) to use bunting on the inside of the turn to prevent corners being cut as runners head out of the turn. Finish area to use bunting to create a funnel that leads runners directly to the finish mat.**

Start line: minimum of 30 meters long is recommended, which includes an exclusion zone of 10 metres (minimum) either side of the start and finish line. This zone provides a barrier between parents / spectators, so they do not come near runners, staff, officials at the start and finish line.

Finish line:

A finish line should be clearly identifiable, providing a pronounced chute that directs competitors to the finish line (strip of red mat that houses the chip detection antennas).

2. PRE-EVENT

- a) The host school to determine the need for Officials and allocates as per item 3. below. If requested, competing schools must provide one or more Official.
- b) Competing schools to be advised by the Host school of Officials required when event information is sent out.
- c) A risk evaluation document is to accompany this information.

3. OFFICIALS:

An Event Day Manager will be allocated by AGSV to attend each event. Every school Official is to carry a mobile phone and have the mobile number of both the person in charge of the event from the host school as well as the AGSV Event Day Manager (Emma Carney 0418 121 885 or Steve Kenworthy 0413 869 313).

Host school to arrange:

- i. **Official 1:** x1 Starter
- ii. **Official 2:** x1 assistant to the Event Manager at finish line area. Move on runners and staff who clog up the finish line. Assist with set up/pack up of timing equipment, monitor video recording equipment and tripod (provided).
- iii. **First aid attendants:** x2 (minimum) in attendance at each event: one (1) at approximately the halfway mark out on the course (based at a checkpoint), the other (2) at the finish line.
- iv. **Tortoise runners** x2: **required for the purpose of Child Safety/ runner wellbeing / injury management and completion of the course by the full field.** Remain at the rear of the pack (may use a bike).
 - **Person 1** assigned to Open & Junior race
 - **Person 2** assigned to Intermediate race (which could start while Open race is still in progress) and Girls race.
- v. **Checkpoint Officials:** it is a requirement of the host school to arrange and position a sufficient amount of officials at various checkpoints around the course, such that runners are within view of an official at all times. **Each official is to carry a first aid kit & mobile phone.**

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4. The STARTER

- a) Must provide clear instructions / directions as necessary to the field of runners
- b) Each school is entitled to have runners on the front row of the starting line/grid.
The Starter/Marshall should call for the top 2 (or 3) runners from each school to come forward to form the front line. Once they are in place all others may assemble behind their teammates
- c) **Ask for athletes who are competing 'by Invitation' to raise their hand.** They are not to wear a bib. **If they have been given one, it MUST be removed before the race begins.**
- d) The start commands are **"Take your Marks"**, then **"GO"** (No **"Set"** is to be given).
Please refer to separate document containing 'Starters Instructions'.

5. FINISH LINE

All runners are to be instructed by schools to keep moving away from the finish line once they have completed their event, then return their bib to their school coach.

Staff are not to allow crowding at the finish line, especially where runners are wearing bibs. Staff should never be in possession of bib bundles in the vicinity of the finish area.

The finish mat (red strip) establishes placings by scanning/reading the chip located in each competitor's bib. The event timing system decoder calculates the scoring system for each race, each round. A summary of results and the premiership table will be accessible to each school by the early afternoon of each.

Finish Line set up to include:

1. Canopy with attachable side curtains (if wet)
2. Cordoned off area (ensures sensor mat is not triggered by spare bibs)
3. Trestle table/s
4. 2 chairs
5. Access to power (power board and extension lead)
6. Clear line of sight to the start line

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AGSV CROSS COUNTRY STARTERS BRIEFING

(ANNOUNCE BEFORE THE START OF EACH SEPARATE RACE)

When the starting area is out of view for the Event Manager, the Starter is to phone the Event Manager (0413 869 313 or 0418 121 885) on speaker phone before the start of an event so they can set the timing decoder to the exact time the race began.

RACE DISTANCES and START TIMES

Events	Distance	Start Time
BOYS OPEN (Yr 11/12)	5 - 7 km's	Sat 9:00am / Fri 3.45pm
BOYS INTERMEDIATE Yr 9/10	4 - 5 km's	Sat 9:25am / Fri 4.10pm
BOYS JUNIOR Yr 7/8	3 - 4 km's	Sat 9:50am / Fri 4.30pm
GIRLS OPEN (from 2023)	3 - 4 km's	Sat 9:55am / Fri 4.35pm

PRIOR TO THE START

Runners to collect their bib from Team Manager. Using the four safety pins provided, ensure your bib is securely attached to your running top.

START LINE SET UP

A defined line that is a minimum of 30 meters long is recommended, which includes an exclusion zone of 10 metres (minimum) either side of the start and finish line. This zone provides a barrier between parents / spectators, so they do not come near runners, staff, officials at the start and finish line.

FINISH LINE

Run across the mat at the finish line. The chips in your bib are automatically read by the antennas in the mat and converted into a set of results as runners cross the finish line.

Clear the finish area quickly to minimise congestion of bodies. Return to your school's gathering point.

BIB CARE

Each bib is to last the entire season. Each bib contains two chips, which are easily damaged if not kept flat. Never scrunch your bib.

WHEN YOU FINISH

Carefully remove your bib. Remember to secure the four safety pins in the holes provided. Find your Team Manager and return your bib **after EVERY EVENT**. Your school will store the bibs safely during the week and re-distribute them to you on the morning before the next race.

STARTER'S COMMANDS

"Take your Marks", then "GO" (No "SET" call given).

Troy Rowe & Emma Carney
AGSV Events
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