

## **Attention Cross Country Coaches**

### **New state meet procedures**

1. Last year's uniform rule and jewelry rule are still in place.
2. The deadline to submit roster to GHSA is October 21, 2014. Schools will list their team in priority order on the GHSA MIS site  
From 2014-15 GHSA Constitution (P. 66):
  - A. Notification of entry in Cross Country must be filed, using the form provided on the GHSA web site, with the Region Secretary no later than September 22, 2014.*
  - B. The team roster of twelve (12) participants must be submitted **electronically** to the GHSA no later than October 21, 2014.*
    - 1. Coaches are to list runners in priority order: the top seven (7), then the selected five (5) alternates.*
    - 2. Region Secretaries will be able to download their region's schools' rosters after this submission.*
  - C. 1. Four (4) teams in each region (classes 2A through 6A) and four (4) teams from each Area in Class A public/private will qualify for the State Meet.*
    - a. All qualifiers must be determined by Saturday, November 1, 2014 (Classes A through 6A).*
    - b. Area/Region qualifiers must be sent by **electronic submission** to the GHSA Office within 48 hours of the completion of the Area/Region Meet; but not later than 9:00 a.m., on Monday, November 3, 2014.*
  - 2. The first six (6) individual finishers from each region/area will qualify for the State Meet regardless of whether they are a member of a qualifying team.*
  - D. Cross Country rosters should list twelve (12) contestants. No replacements may be made in the list submitted to the Region Meet Director. Any seven (7) of the twelve (12) may run in the Region/Area or State.*
3. **There will be one more step to the overall process:** after Area/Region RESULTS have been electronically submitted, the coach of each Qualifying Team must also "confirm" that team's anticipated seven runners in the State Meet. If the original submitted roster is unchanged, coaches simply "click" a confirmation of the original list. If coaches anticipate a CHANGE in their top seven (7) runners for the State Meet, they would "reorder" and "confirm" their updated roster so that the Top Seven roster members are those who ARE EXPECTED to compete at the State Meet. **The deadline is 5PM on Monday, November 3, 2014.**
4. This procedure would have bib #'s / timing chips assigned to ONLY seven (7) runners, who have been "confirmed" by each Qualifying Team coach, with a protocol for allowing Qualifying Team coaches to make any necessary changes to the seven athletes who actually compete on race day.
5. There will be a packet pick up on Friday, November 7th from 5PM to 6PM at Carrollton Elementary School for those teams that want to get the bib numbers and chips early. If you cannot be there on Friday, you can pick up your packet anytime on Saturday November 8<sup>th</sup> 2014.
6. On race day at the State Meet, Qualifying Team coaches will use the Declaration Sheet (see example below) to "finalize" any REPLACEMENTS for the original seven "confirmed" runners by completing and submitting the form to Meet Management at packet pick up table (a deadline of 30 minutes before each race start time). If there are NO CHANGES,

the form does NOT need to be completed. The Hy-Tek database would then be "adjusted" to reflect the seven runners who are actually running in the race. Please make every effort to submit the correct names so you will have little to no change on the state meet race day. If there are too many replacements on race day, the results that are posted on the board may not reflect the name changes you have made however the team scores will be accurate since your school holds that place even if the name has not been changed.

**GHSA State XC Meet - 11/8/2014  
Hosted by Carrollton High School  
State Meet Course in Carrollton, Ga.  
Declaration Form - Boys AA**

**INSTRUCTIONS FOR ATTACHING BIB #'S AND CHIPS ARE ON THE INFORMATION SHEET**

Each Qualifying Team has been issued seven (7) BIB #'s and two chips per athlete per BIB #.

IF any of the top seven athletes are NOT RUNNING, and will be REPLACED by an alternate, please circle "Replaced" for that/those athlete(s) NOT RUNNING.

For the REPLACEMENT athlete(s), circle "Replacement" and ALSO write the BIB# of the athlete(s) being REPLACED on the line provided before "Replacement".

Athlete Name	BIB #	Status
<b>EXAMPLE</b>		
Qualifying Team		
1. RUNNER #1	2583	Confirmed Replaced
2. RUNNER #2	2584	Confirmed Replaced
3. RUNNER #3	2585	Confirmed Replaced
4. RUNNER #4	2586	Confirmed Replaced
5. RUNNER #5	2587	Confirmed Replaced
6. RUNNER #6	2588	Confirmed Replaced
7. RUNNER #7	2589	Confirmed Replaced
8. ALTERNATE #1	<u>2584</u>	Replacement
9. ALTERNATE #2	<u>2587</u>	Replacement
10. ALTERNATE #3	<u>          </u>	Replacement
11. ALTERNATE #4	<u>          </u>	Replacement
12. ALTERNATE #5	<u>          </u>	Replacement

7. Athletes entered in the state meet will wear two chips; one on each shoe.
8. In the case of close finishes, the timer will review the Finish lynx photo to determine the order. When photos have to be reviewed the order will be based on the torso. All other finishes will be judged on first shoe (chip) crossing the finish line.

9. A Coach has 30 minutes to file a protest after the results are posted on the official results board. Once the 30 minutes expire and all protests have been settled, the results become final. If a Coach files a protest, it first goes to the Meet Referee. The Referee then rules on it. If the Referee denies the protest, and the Coach is still unhappy, he can file an appeal with the Jury of Appeals. The Jury has the final say in the matter, and their decision is without appeal.
10. Race Day instruction sheet below:

GHSA STATE CROSS COUNTRY MEET  
COACHES INSTRUCTIONS  
2014

1. Before you leave the check- in table, please go over your entry list to be sure you have the correct bib numbers and two tags that are attached to the bib that correspond to the athlete's name. Take four pins for bib numbers, and two ties; one tie per shoe for your athletes.
2. When you get back to your team area, please distribute the bib number and the two tags that are attached to the assigned runners. The bib number must be attached to the front of the uniform top unaltered. Make sure your runners attach the shoe tags securely to each shoe. Improper attachment will result in the tag falling off and your runner not being counted. Be sure to place the tags on each shoe. If you place two tags on one shoe the mat will fail to read the tag.



3. If you must make a change in the top seven you entered online, you must do so 30 minutes before the start of the race. Take your entries sheet back to check- in and follow the instructions on the sheet to make the changes. If there are no changes you do not have to do anything.

4. The tags will be taken off in the finish area by the meet officials. If your runner fails to have his/her tag removed, the school will be charged for the missing tags.
5. Please check the order of finish and team scores on the posted results board or on line at [www.ptgrouponline.com](http://www.ptgrouponline.com). 30 minutes after posting on the results board the results will be official.