

SUBURBAN PAROCHIAL LEAGUE  
CROSS COUNTRY

# Rules and Procedures

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Instituted in 1986 - Revised October 2018

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## RULES AND PROCEDURES

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Rules and cross country meet administration will conform to the standards published in *Track and Field and Cross Country Rules Book* as published by the National Federation of State High School Associations (NFHS), except where specified differently within these **Rules & Procedures**.

### SECTION 1 – League Membership

The Suburban Parochial League - Cross Country (the “League” a/k/a SPLCC) is comprised of those schools that have agreed to abide by these Rules and Procedures and have paid their initiation fee and annual membership dues as determined by the League.

Listed in alpha order, at the present time the SPLCC is currently comprised of 30-member schools and 27 teams:

All Saints Catholic Academy	St. Francis Xavier	St. Mary of Gostyn
Ascension	St. Giles	St. Mary Immaculate
Holy Trinity	St. Irene	St. Matthew
Immaculate Conception	St. Isaac Jogues	St. Michael
Notre Dame	St. James	Sts. Peter & Paul
Our Lady of Peace	St. Joan of Arc	St. Petronille
Sacred Heart	St. John of the Cross	St. Pius X
St. Cletus	St. Joseph	St. Raphael
St. Dennis	St. Leonard	St. Scholastica
St. Dominic	St. Luke	Visitation

It shall be the responsibility of each member school to: (a) conduct its cross country program in compliance with the Rules and Procedures of the League; (b) protect the health of and provide for a safe environment for each participating student-athlete; and (c) promote the character and the development of the values of fairness, honesty and respect for its student-athletes, coaches, school administrators and meet officials.

New or rejoining member schools must submit their request for membership or reentry to SPLCC in writing, which is subject to approval by a simple majority of the League schools, and pay their initiation / reentry fee and annual dues. When considering a new school for membership, consideration must be given to the safety of the student-athletes when competing at a given venue; i.e. are meet venues able to safely host the number of runners competing without the potential for injury, most especially at the start of a race.

Note: (1) If two or more schools wish to merge to create a “team,” merger is subject to approval by a simple majority of the membership and will be brought up on an individual basis, discussed and voted upon at a League meeting.

### SECTION 2 – Officers / Committees

A. League Officers: The administrative authority of the League shall be vested in an Executive Board comprised of a President, Vice President, Treasurer and Secretary who are either (a) elected by a simple majority of the membership or (b) appointed in the order specified from the following universal list of member schools.

The universal list will also be utilized to appoint meet hosts should the need arise to do so. Additions to the list are to be made at the bottom of the list in (a) the order of a member school's admittance to the

SPLCC; (b) a representative of the school assumes a league officer position; or (c) a representative of a member school assumes an extraordinary position, such as the League's webmaster.

The universal list was updated July 2018 to reflect new member schools and League officers and members who make significant contributions to the operations of the SPLCC:

- |                           |  |
|---------------------------|--|
| 1. St. Dominic            | 16. St. Mary of Gostyn                     |
| 2. Immaculate Conception  | 17. Our Lady of Peace                      |
| 3. Holy Trinity           | 18. St. Raphael                            |
| 4. St. Michael            | 19. Notre Dame                             |
| 5. St. Scholastica        | 20. St. Francis Xavier (League President)  |
| 6. St. Luke               | 21. All Saints Academy                     |
| 7. St. Leonard            | 22. Sts. Peter & Paul (League Treasurer)   |
| 8. Ascension              | 23. St. Pius X (League Vice President)     |
| 9. St. Joseph             | 24. St. Giles (New School)                 |
| 10. St. John of the Cross | 25. St. James                              |
| 11. St. Isaac Jogues      | 26. Visitation (League Webmaster)          |
| 12. St. Irene             | 27. St. Mary Immaculate (New School)       |
| 13. St. Cletus            | 28. St. Matthew (League Secretary)         |
| 14. St. Joan of Arc       | <b>29.</b> St. Dennis (New School)         |
| 15. St. Petronille        | <b>30.</b> Sacred Heart (League President) |

B. Term / Election: Officers serve for an indefinite term. When a member of the Executive Board decides to vacate their position the retiring officer should give sufficient notice (6 months is suggested) to assure the timely transfer of responsibilities to the new officer.

Vacant positions will be filled by: (a) Nomination, to be made at one of the League's semi-annual meetings, and voted upon by the member schools present. Voting will be via a roll call vote, with each school having one vote; or (b) should no one volunteer to stand for election, a replacement will be made from the above list and in the order specified.

Executive Board Officers, meet hosts or members that make other significant contributions as determined by the League are exempt from the list. Such exemptions shall continue for two years after the members would otherwise be eligible to be included on the list.

When, and if necessary, the League and all member schools will reference the Joliet Diocesan Policies.

C. Rules and Event Committee: The Rules and Events Committee will be comprised of League Officers and experienced coaches appointed by the League President with the concurrence of the other League Officers. There are no specified terms for the Rules and Events Committee, and members will be replaced as they opt to vacate their position on the committee. Experienced coaches are considered to have at least a minimum 1- year of SPL CC coaching or administrative experience.

Committee members meet when necessary to discuss issues raised during the course of the season or at League meetings and make recommendations to the Members regarding resolution of those issues. In addition, the Committee is intended to draw on its collective experience and serves as a way to share information, make jobs less confusing and/or intimidating to new volunteers and provide guidance on how to run a meet. The Committee is intended to be a resource to all members of the SPL.

D. Ad Hoc Committees: From time-to-time specific issues related to the operation of the League will arise and need to be addressed. In this eventuality, the President will solicit volunteers or appoint

representatives from member schools to examine research and make recommendations to be voted on by the membership. In cases where an immediate solution or action is needed, the members of the Executive Board and/or Rules and Events Committee will be empowered to implement an action plan.

### **SECTION 3 – Dues and Fees**

A. Initiation Fee: New member schools will pay, upon acceptance into the League an initiation fee, currently set at \$100.

B. Annual Dues: Each member school will pay annual dues based on a recommendation by the Treasurer at the preseason meeting, taking into consideration the previous season's and anticipated expenses for the current season, plus any surplus.

Annual dues for the 2018 season increased by \$50 to \$300 and unless changed by the membership, future seasons will remain \$300.

C. Other Fees:

(1) Reentry - Schools who have opted to drop their membership for one or more seasons, and want to rejoin the League will be required to pay a \$100 reentry fee plus annual dues, subsequent to their written intent to rejoin the League and approval by a simple majority of the League members.

(2) Suspension Waiver - Not wishing to punish student-athletes of a suspended member school, the school may pay a reinstatement fee equal to double the annual dues.

D. The League Treasurer will prepare and distribute invoices for the annual dues and any outstanding amounts owed the League. Annual dues and any outstanding fees are due and payable prior to the first meet of the season.

### **SECTION 4 - Meetings**

A. League General Meetings: There will be two mandatory meetings for Member schools yearly. The member schools will meet for preseason (summer) and postseason (fall) meetings. The preseason meeting will be scheduled on or before the last Monday in July while the postseason meeting will be held on the fourth (4<sup>th</sup>) Tuesday in October.

All member schools are required to have a representative at BOTH League meetings. This rule is meant to ensure that (a) all member schools proactively contribute their expertise and leadership through their active participation at League meetings; and (b) assure the League continues to provide a quality cross country program and experience for its member schools and their student-athletes.

B. Coaches: There will be a coaches meeting at 8:30 AM the morning of each meet. All teams should have at least one coach in attendance at this meeting where any questions regarding the meet or course can be asked and answered. Coaches meetings will be held at the scorer's tent.

C. Other: When deemed necessary the Rules and Events Committee (REC) will meet prior to the July preseason and/or the October postseason meetings to discuss issues brought up at SPL - CC general meetings. The REC will in turn discuss those issues, make recommendations regarding those issues and present those recommendations to the League members for further action.

D. Penalties: Failure to attend a general League meeting will place that member school on probation for one (1) year. Failure to attend two meetings in a row will result in the suspension of that school from the

League for a period of one (1) year. Should a member school be placed on probation or suspended, the League will notify the team's head coach, athletic director and principal. Note: So as to not punish a school's student-athletes, should a school be suspended, on the first occurrence of non-compliance they can opt to pay a fee equal to double the annual dues in order to participate for that season.

### **SECTION 5 – Student Athlete Participants**

A. Eligible participants: Any boy or girl in grades 5 – 8 and in regular attendance at a member school, in good academic standing as determined by their respective school or is enrolled in the member school's Religious Education (RE) Program, to include home schooled students who are enrolled in or have completed a parish's religious education program's requirements, is eligible to compete in SPLCC activities. It is specifically noted that such participation by religious education students is at the option of the member school and that participation by Religious Ed students is allowed **ONLY** for Cross Country; RE students **CANNOT** participate in SPL-T&F activities.

SPL student-athletes compete by grade and gender, but may compete at a higher grade level than their own grade but are limited to competing with their gender and allowed only one race per meet. Runners are however, allowed to compete at either their own grade level, or higher, at different meets. They may **not** compete at a grade-level level lower than their own.

In order to compete in the SPL Championship Meet, a student-athlete must have run and finished at least **one** of the four SPL sponsored meets prior to the Championship Meet. Note: A special waiver may be granted to a student-athlete by the League's president if the student-athlete was unable to compete in any of the four meets that precede the Championship due to injury or illness. Such waiver is subject to clearance by a physician, who authorizes the student-athlete to compete and the athlete's coach as to his/her ability to safely race.

B. Special Needs Student-athletes: Participation by special needs student-athletes is welcome and encouraged by the SPLCC. However, competing in meets is subject to certain provisos: (1) the safety and well being of **all** student-athletes is of paramount importance most especially when starting and finishing a race. Where possible, the special needs athlete will start with his/her team as long as their safety and those of other competitors is not impacted; (2) race time limits (See Section 7E) will be adhered to and arrangements should be made by the student-athlete's coach to provide a finish time if they are unable to finish their race within the allotted time. For those special needs students who require a running companion, said companion will wear distinguishing clothing provided by the League so they are not mistaken for someone "pacing" the runner.

C. Ineligible participants: Fourth (4<sup>th</sup>) grade students are ineligible and **not** permitted to practice with SPLCC teams or compete in SPLCC or invitational meets as this is contrary to both Chicago and Joliet Diocesan athletic policies. In addition, runners who are not a member of a SPLCC member school's team are also ineligible to compete in SPLCC meets. Students who are determined to be academically ineligible, as determined by their respective school, are unable to participate in practices and meets.

### **SECTION 6 – Courses / Meet Venues**

A. To ensure accuracy, the host school(s) of each meet must measure all courses in one contiguous route. Courses should not be measured in parts, which are then added together. To accurately measure each course, you must walk the entire course with a measuring wheel, as runners will run it. Accuracy is very important to the runners, so please measure the courses carefully and correctly. If the course is found to be longer or shorter than the given grade distance it should be indicated on the course map. Note: For the Championship Meet, the course must have an accurate distance for any record to be acknowledged and recorded.

B. Courses should be clearly marked with colored flags supplied by the League. The following flag colors will be used at all SPL Cross Country Meets:

RED = left turn      YELLOW = right turn      BLUE or WHITE = straight ahead

Runners are to run flag to flag, passing to the left side of the flag on right turns and to the right side of the flag on left turns or simply passing to the outside of the flag on turns.

If necessary, and when allowed by the owner of the venue, arrows or paint can be used to help clarify the course. In addition, when allowed by the venue owner, the course may be marked with a striper. If striping is to be done, white paint should be used to stripe. In addition to markings, spotters can also be used to direct runners through tricky parts of the course. However, flags are predominant means of marking a course and supersede any other markings.

C. It is the responsibility of each school's coaches to ensure that their runners know the course. Any questions regarding the course should be directed to the meet host before the meet at the coaches meeting. There will be no official walk through, although it is suggested that teams accompanied by their coaches walk their respective course as part of their meet preparation.

## **SECTION 7 - Meets**

A. Racing Season: There will be four regular season meets and one Championship Meet. The first SPL CC meet will be held on the first Saturday in September and will continue every Saturday for five weeks ending with the Championship Meet. The League's start of competition on the Saturday of the Labor Day weekend avoids a conflict with the Championship Meet falling on the Columbus Day weekend.

B. Greg Vogler Memorial Co-Ed Meet is the third meet of the season and is so named to honor a long time [SMG] coach and SPL President who made significant contributions to the League and sport of Cross Country.

C. Race Distances: Races will be contested over the following distances at all SPL Cross Country meets:

5<sup>th</sup> Grade Boys and Girls – 1.0 mile

6<sup>th</sup> Grade Boys and Girls – 1.5 miles

7<sup>th</sup> Grade Boys and Girls – 2.0 miles

8<sup>th</sup> Grade Boys and Girls – 2.0 miles

All races will be run based on grade and gender with staggered starts for boys and girls, with the boys running first, followed by the girls. The head starter will make the determination as to when to start a race, with input from the meet manager, host school and its volunteers, so as to assure one grade doesn't run over another and the chute is able to accommodate finishing runners.

D. Cancellations: Meets will only be canceled due to inclement weather or course conditions that present a hazard to the safety and well being of the competing athletes. The cancellation of any meet is subject to a vote of each competing team's head coach, after (a) reviewing on-going weather conditions or (b) advised of hazardous course conditions by the host school. Meets may be suspended for lightening in accordance with the League's lightening protocol and resumed when deemed safe to do so, waiting a minimum of 30 minutes after the last lightening strike. As of July 2018, the SPLCC has also adopted the IESA/IHSA Severe Weather Policy. (See Lightening and Severe Weather Policy Addendums) With the approval of a majority of the head coaches and sufficient meet operations support the standard format of a meet may be altered to speed up completion of a meet before severe

weather strikes. Note: The SPLCC Championship Meet has its own policy/procedure dealing with bad weather.

E. Race Time Limits: There will be a time limit for each race. After the time limit is reached, runners still on the course will not be timed. Runners will be allowed to finish in the chute, but there will be no official time. Time limits are:

5<sup>th</sup> Grade: 12 minutes

6<sup>th</sup> Grade: 18 minutes

7<sup>th</sup> & 8<sup>th</sup> Grades: 24 minutes

The starter or meet manager should communicate these time limits to the meet's official timers. This procedure is meant to keep runners who are walking the course from holding up the meet. Any athlete who is properly conditioned and running should have no trouble finishing within these well established time limits.

F. Disqualification: A competitor will be disqualified for wearing an improper uniform, as determined by the starter, wearing prohibited shoes, intentionally interfering with another runner (vs. incidental contact) to include elbowing, pushing, blocking or for leaving the designated course to gain an advantage, missing course flags or failing to run on the outside of flags on turns. In addition water bottles or aid should not be given to an actively competing runner along the course during a race as this can result in disqualification as can pacing of a runner, which will also result in a disqualification. Spotters should enforce this as best as they can.

Pacing is defined as any coach, athlete, parent or other person running alongside for a distance that is determined to aid or affect the racing of that runner. A few steps beside a runner in the process of coaching or cheering them on are NOT pacing. It is also not considered pacing for a coach to encourage the last runner in the race by running alongside for a short distance to help them finish the race.

Of course, if an athlete is in distress, injured or drops out of the race and is not actively competing, fluids or aid can and should be administered.

G. Pets: **NO** dogs, cats or other animals should be brought to the meet site due to liability and the messes left by pets. Coaches and athletic directors for member schools are responsible for communicating this rule to the parents, extended family members and friends (spectators). When a pet is brought to a meet site, coaches and/or meet officials should politely notify the pet owner of the League's rule (and most likely the owner of the meet site) and ask them to remove the pet. If the pet isn't removed in a timely manner, the head coach of the team to whom the pet owner is affiliated with should be notified and asked to resolve the matter. If not resolved by a coach, penalties and or disqualification of the team may be imposed.

H. Records: League records will be kept only for the Championship Meet. If meet hosts want to establish their own course record that is acceptable and encouraged, but will not qualify for League record status.

I. Awards – Weeks / Meets 1 thru 4:

1. Individual – Individual place ribbons will be awarded and distributed in the chute to the top 25 finishers in each of the eight races run on a meet day to include:

5<sup>th</sup> Grade: Boys (25) and Girls (25)

6<sup>th</sup> Grade: Boys (25) and Girls (25)

7<sup>th</sup> Grade: Boys (25) and Girls (25)

8<sup>th</sup> Grade: Boys (25) and Girls (25)

Note: With the elimination of team scoring for the GVM Co-Ed Meet in 2016 and the corresponding team ribbons, individual place ribbons for **all** Flight 2 runners was increased from 25 to 35.

2. Team – Team ribbons will be awarded to the first 7 runners of each team placing first thru sixth. Ribbons will be distributed to coaches the week following a meet and placed with the team's folder holding tags for the current meet. Note: Effective with the 2016 season, no team scoring will be completed for the GVM Co-Ed Meet and consequently no team ribbons will be awarded at this meet.

3. Championship Meet – Please see Section 10 dealing with the championship meet procedures.

J. Conflicts: Should a conflict arise, the coach / parent / meet official should speak to the team's head coach regarding resolution of the problem causing the conflict. The head coach will then determine the necessary or appropriate action needed. If the conflict involves another school, both head coaches should discuss and determine the appropriate action and if necessary involve the League President. Should the SPL President become involved, he/she will, after appropriate consultations with meet officials, other coaches and the involved parties, shall have the authority to make a final decision to resolve the conflict.

K. Coaches Conduct: Coaches best serve the interest of their student-athletes, school and the SPL CC by being positive role models of good sportsmanship. Coaches should avoid displays of anger and should not visibly or audibly protest decisions. Nor should Coaches risk injury to or the health of a physically unfit student-athlete. **REMEMBER, THIS IS FOR FUN!**

## **SECTION 8 – Uniforms, Equipment, Accessories**

A. Uniforms: All runners must wear a team uniform consisting of a t-shirt, jersey or singlet that identifies their school that is of the same design and color. In cold weather, under-garments or sweats can be worn but the uniform top must be worn on the outside so as to allow easy identification of the competitor. There is no specific restriction on the shorts and/or tights or under-garments worn by competitors. However, teams are encouraged to wear shorts and/or tights or under-garments that are identical, so as to complete / compliment the uniform top and make identification easy.

B. Shoes:

(1) Each competitor shall wear shoes on both feet that have an upper that can be securely secured to the foot with definitely recognizable sole and heel that may contain grooves and ridges. With the exception of "spikes" (which are separately addressed in paragraphs (2) and (3) below), permitted running shoes for all grades include trainers, cross trainers, trail runners and racing shoes, which include shoes with rubber nubby soles commonly known as flats or racing flats. "Spikes" are defined as racing shoes with sockets in the sole in which metal spikes are inserted and designed to provide grip.

(2) Competitors racing in 5<sup>th</sup>/6<sup>th</sup> (junior varsity) grade races are **NOT** allowed to wear "spikes," regardless of whether or not spikes are inserted in the spike sockets.

(3) Effective in the 2019 season, competitors racing in 7<sup>th</sup>/8<sup>th</sup> (varsity) grade races **WILL** be allowed to wear "spikes" provided: (a) the length of the spike shall be no longer than 5/8<sup>th</sup> inch; (b) spikes may not be worn with empty spike sockets; and (c) the use of spikes at any meet is subject to approval by the meet venue's host organization and will be communicated to the competing teams in the meet letter by the meet host(s).



C. Jewelry / Head-sets / Ear buds: Runners cannot wear excessive or large amounts of jewelry, to include head-sets or ear buds of any kind. The starter and / or League officials will decide disputes about the validity of shoes and / or jewelry. It is strongly suggested that a coach (or parent) inquire prior to the start of a race so as to not delay the race or cause the student-athlete to miss the race.

## SECTION 9 - Procedures

### A. Pre-season:

1. Member schools will meet on or before the 4<sup>th</sup> Monday in July in preparation for the upcoming season. This is a **mandatory** League meeting.
2. Team Rosters - All team rosters are to be submitted to the Head Scorer via email one week prior to the first meet using the format provided by the Head Scorer or their designate. Only submit the names of those student-athletes who are cross country participants rather than the entire enrollment to avoid excess or unnecessary expense. Additions can easily be made prior to or on the day of a meet.
3. Insurance - Each school hosting a meet must order Certificates of Insurance after July 1<sup>st</sup>. The phone number for the Joliet Diocese is (815) 838-2142. If a host school is outside the Joliet Diocese, then the appropriate Diocese office should be contacted.
4. Enrollments - School enrollments for grades 5 thru 8 are to be submitted to the League President prior to the first meet of the season so as to determine whether a school is assigned to Division A, AA or AAA. (See #5 below.)
5. Divisions: Effective July 2018, the SPLCC added an additional Division to create three Divisions; A, AA and AAA. As previously, assignment to a specific Division is based on a schools and/or merged team's combined grades 5 – 8 enrollment. Division assignment is utilized for the Championship Meet only. (See Section 8 - Championship Meet for further details.) Submission of school 5-8 enrollment is due to the League President prior to the first meet of the season.
6. Worker Assignments - Each school will volunteer for or be assigned a specific meet worker assignment at the post-season (October) meeting and be responsible for that job for the entire competitive season. Confirmation of these job assignments by each school will be at the pre-season (July) meeting. Schools with larger teams and the corresponding available pool of parent volunteers should be cognizant of their ability to perform some jobs better than others or be prepared to provide volunteers when needed.

Meet worker assignments are as follows:

- **Ribbons/Awards** - Order individual, team and participation (championship only) ribbons for all meets. Sort and bring appropriate awards to each meet. For the Championship Meet also order and bring the plaques and Division A and AA banners.
- **Equipment** – Maintain and store all League equipment in the off-season, and ensure it is in good working order prior to the pre-season meeting. SPL CC Equipment includes:
  - ❖ All components of the Chute, course flags, measuring wheel and striper (School #1)
  - ❖ Finish line clocks; one each for Boys chute and Girls chute (School #2)
  - ❖ Scorer's tent (School #3)
  - ❖ Official and Backup Timer's watches (4 total) (Head Scorer)
  - ❖ Lightening Detector; SPL – CC owned equipment kept in Meet Equipment Box

- ❖ Meet Equipment Box on loan from SPL T&F containing two way radios, megaphone, starter's pistol, shells, yellow sleeve (School #4)
- **Tag Prep** – One school will be responsible for preparing the Tyvex runners place tags by affixing labels prepared by the head scorer and organizing them for each race, delivering them to the meet site and placing them in each school's boys and girls folders. Tags will be delivered to the meet site no later than 8:00 AM
- **Chute Control** - There will be a head finish line judge/chute manager who is in control of the chute's operation and the volunteers who "work the chute during a meet. The chute manager is assisted by two or more additional people who are charged with maintaining the correct finish order until the runners have their tags removed.
  - ❖ **Tag Pullers** – Generally part of the Chute Control group of volunteers who physically pull the tags and place on a stringer documenting each finisher's position. The pulled tags are coordinated with each runner's time by the Head Scorer.
  - ❖ **Pushers** – Part of the coordinated team of volunteers, under the direction of the Chute Manager, who keep runners who have finished the race and entered the chute. Pushers keep the athletes on their feet and moving toward the end of the chute and assure that each finisher retains their finish position.
  - ❖ **Individual Ribbon Distributors** – Positioned directly behind the tag pullers, these volunteers hand out the individual ribbons for the top 25 (1 through 25) finishers in each race for Meets 1-4. For the Championship Meet, ribbons are distributed in the chute to the 11-25 finishers, plus participation ribbons. Typically, this responsibility is assigned to two schools, with one school assuming responsibility for boy finishers and another school for girl finishers.
- **Timers** – There will be one set of timers (primary and back-up) for the boys and one set (primary and back-up) for the girls. Timers will position themselves on either side of the finish line, which is situated at the mouth of the chute. They will record times for all runners, except where runners have exceeded the established time limits for each race. (See 7E)
- **Finish Line Clocks** – Two finish line clocks are maintained so that runners, coaches and spectators may observe a competitor's time as they cross the finish line. One clock is dedicated to boy's races and one for girl's races. Volunteers should maintain contact with the Starter, so as to start the clock when the race begins. Times on the finish line clocks are NOT official times, and are separate and distinct from the [Official] Timers.
- **Scorekeepers** – Under the supervision of the SPL Head Scorer, volunteers will be scoring the meet and be located at the scorer's tent / table using a computerized scoring program to determine the team scores. Both the Co-Ed Meet and Championship Meet have their own scoring methodology. However, effective with the 2016 season, the GVM Co-Ed meet teams will no longer be scored and only individual finisher ribbons awarded. Scoring methodology for the Championship Meet is discussed in Section 9.
- **Head Scorer** – The Head Scorer is responsible for managing data entry into the scoring software, printing race results (individual and team) and submitting to (a) the League President for distribution and (b) League's web master for posting to the SPL CC web site.

- **Starter** – The starter, who by tradition has been the League President, should have a familiarity with the requirements for starting a race; the Starter for SPL CC meets, does not have to be IHSA certified. Responsibilities include ensuring that all competing teams are properly positioned on the starting line, within their assigned box, that all runners in a race have been counted, and the count is communicated to the timers, runners are wearing appropriate footwear, jewelry and uniforms and that any needed instructions have been given to the competitors. In addition, the starter should ensure the start of one race will not interfere with a race currently in progress. Once all conditions have been met, the starter will start the race. Should a runner(s) fall within the first 100 yards of a race, the starter has the option of recalling the runners to restart the race. The starter may also recall the runners should a false start have occurred. The Starter may also have an Assistant Starter help with meeting the conditions needed to run a fair race.
- **Spotters** – Also known as course marshals, Spotters are to be provided by the host school and positioned around the race course to assure that all runners run the designated race course and do not engage in any other acts that would lead to disqualification. Should a competitor be observed committing an act that would lead to disqualification the Spotter/Course Marshall should note the school for which the runner is competing and report it to the Meet Manager who will confer with the Games Committee as to whether disqualification will occur?

7. Volunteer Training – After assuming responsibility for a specific worker assignment, it is the responsibility of each school's athletic director / head coach or their designate to assure volunteers are properly trained to perform the task. Training of volunteers should occur **prior to** the day of the meet and should not be left to the meet manager or other meet officials. This is to assure that SPL CC student-athletes have the best competitive experience possible.

#### **B. Meets:**

1. The meet manager of the host school will email all information (meet letter, course maps, parking arrangements, etc.) at least one week in advance of their scheduled meet. If a new course, measurement of the course to assure accurate distances of 1-mile, 1.5-miles and 2.0-miles should be completed.
2. Maps of "new" courses or courses that have not previously been run should be submitted to all coaches as soon as possible in order to make sure that any problems or questions can be addressed prior to a meet. Where a course is run in loops, it is mandatory that all 6<sup>th</sup> grade courses have the smaller / shorter loop run first followed by the larger loop.
3. Runner's identification tags will be made available to coaches no later than 8:00 A.M on the day of the meet in an area adjacent to the scorer's tent. Tags should be pinned to the runner's back through the shorter "component" part of the tag; not through the hole on the tag which is where the tag is placed on a stringer after being pulled. When pinning the tags on competitors, pin the tag so that the runner's hair does not interfere with the tag being "pulled." It's suggested that tags be pinned on the competitor when they have removed their sweats so it isn't torn.
4. Team award ribbons from the previous meet, which have been placed in the same box with the runner's ID tags, should be picked up by coaches for later distribution to their team.

5. There will be a mandatory Coaches Meeting at 8:30 the morning of each meet conducted by the League President and the meet manager of the host school. In addition, the meet manager for the next meet will also provide information about the upcoming meet.

6. Runners should report to the starting line at least 15 minutes before the start of their race. School position on the starting line will be marked, determined by the perpetual starting list that was begun in 1992. The first school (team) on the list will be located at the far left side of the starting line, as you look out onto the course. The list/box locations will be shifted two schools each week. New member schools will be added to the bottom of the perpetual list as it stands at the time that the school joins the League.

7. Where space permits, each team (individual runners if no team) will be allowed a maximum of five places on the starting line in the assigned box. The starter has the authority to lower this number or place runners in unoccupied boxes if the starting line/box is too narrow. Slower runners should be placed in the back of the box to help prevent falls at the start of the race. In addition, the start line / runners boxes should be segregated from spectators with a "rope line" to the rear of the starting line / runners assigned boxes.

8. The starter, or his/her designate, will take a head count of the runners prior to the start of each race. This number will in turn be provided to the official timers (primary and backup). The "head count" is to ensure that all runners are accounted for at the end of the race. (Also see Time Limits)

(a) The first race, 5<sup>th</sup> Grade Boys, will start at 9:00 AM and all other races will follow, assuring the safety of the athletes while on the course; and (b) The starter **may** call a race back within the first 100 yards should a runner(s) fall or it's determined that a false start occurred.

9. Pacing is cause for disqualification and is defined as any coach, athlete, parent or other person running alongside for a distance that is determined to aid or affect the racing of that runner. A few steps beside a runner in the process of coaching or cheering them on are NOT pacing. It is also not considered pacing for a coach to encourage the last runner in the race by running alongside for a short distance to help them finish the race.

10. Scoring: Boys and girls races will be scored separately, and teams must have a full 5-man team to qualify for team ribbons, except for the Championship meet Division awards where special rules apply. For team scores, the runner's finish place will equal the points scored for his/her team, with each team's first five runners' finish places added together. The lowest score wins, followed by the other five teams with the lowest scores in order. In cross country a perfect score is 15;  $1 + 2 + 3 + 4 + 5 = 15$ .

11. Ties: Ties will be broken by determining where a team's 6<sup>th</sup> place finisher has finished; the team with the lower 6<sup>th</sup> place finish will win the tiebreaker.

### **C. Post-season:**

1. Member schools will meet on the 4<sup>th</sup> Tuesday in October to review the season: what went right; what could be done better; discuss other opportunities for improvement / clarity to improve the student-athlete experience. This is a mandatory League meeting.

2. Inventory all SPL CC equipment and confirm arrangements for storage in the off-season.

3. Ascertain whether all current season financial obligations have been paid.

4. Nominations and inductions for SPL CC Hall of Fame members, acknowledging (a) the automatic admission to the Hall of Fame by the 8<sup>th</sup> grade boy and girl winners of the Championship Meet; (b) Any runner who has set a record time for his/her race at the Championship Meet, as nominated by any coach; (c) any deserving individual or team approved by a simple majority of the head coaches, or their designates, (one vote per school) and (d) retired coaches, administrators or other persons who are no longer active SPL CC members who have made a significant contribution to the League.

5. Assign topics for research / recommendation(s) to the Rules and Events Committee, or appropriate ad hoc committee, to report back to the membership at the pre-season meeting.

## SECTION 10 – Championship Meet

All attendant Rules and Procedures noted for Meets 1-4 apply equally to the Championship Meet.

However, there are differences between the first four meets of the season and the Championship Meet.

A. Course: The host school(s) will measure the course to assure accurate race distances of 1-mile, 1.5-miles and 2-miles for the Jr Varsity 5<sup>th</sup> grade, Jr Varsity 6<sup>th</sup> grade and Varsity 7<sup>th</sup> and 8<sup>th</sup> grade races.

Accurate measurement of the course is needed as the Championship Meet is the only meet where records are set and recorded as “official.” This is especially important for new courses and must be manually completed by the host school and not the venue host.

### B. Awards:

- Individual ribbons will be awarded the same as for the first four meets with the exception that places 11-25 will be handed out in the chute as the runner completes their race. Individual places 1-10 will receive ribbons and Championship T-Shirts at the post meet Awards Ceremony.
- All competitors not receiving an individual place ribbon will receive a participation ribbon after the 25<sup>th</sup> runner and which will be handed out in the chute as they finish their race. Note: Issuance of participation ribbons will be suspended following the 2018 season due to cost and the lessening significance of these “awards” to the competing student-athletes.
- The winners of the 8<sup>th</sup> grade boys and 8<sup>th</sup> grade girl’s races will be automatically admitted to the SPLCC Hall of Fame. As a consequence of admittance to the Hall of Fame the 8<sup>th</sup> grade boy and 8<sup>th</sup> grade girl will be awarded the Morello Medal.
- In the event that a team has an insufficient number of runners for a team score, teams will be made “whole” with ghost runners to determine the winners of the Championship Division A and AA banners and plaques.
- The total score of the 5<sup>th</sup> - 8<sup>th</sup> grade teams will be calculated. The scores are then added together to arrive at the point totals for the meet. The boys and girls will be calculated separately. In case of a tie for 1<sup>st</sup> place, a 6<sup>th</sup> place runner from each grade will be added to the total scores to determine the 1<sup>st</sup> place team. Note: Ghost runners are **only** used for overall calculations for Division team banners and plaques, and not for grade level scoring.

C. Divisions: Teams will be divided into three divisions for the Championship Meet only; Division A for smaller schools, Division AA for mid-sized schools and AAA for the larger member schools. If a team is comprised of more than one school then the enrollment of grades 5 through 8 of all schools making up said team will be totaled to determine its Division placement.

In order to determine which Division a team is to be assigned to, the total student enrollment for grades 5 through 8 is added together and the medians being the point of division provides the basis for determining each school's division assignment. If there are an odd number of **schools** participating in cross country, then the school with the lower median enrollment shall participate in Division A or AA. All enrollment numbers shall be forwarded to the League President prior to the first meet of the season.

A first place plaque or trophy differentiated from all other awards and plaques for 2<sup>nd</sup> and 3<sup>rd</sup> place shall be awarded in all three Divisions (A, AA and AAA) for each gender. In addition to these awards there will be a plaque (size 9" x 12") for each 1<sup>st</sup> place boy's and girl's team at the individual grade levels 5 through 8 in each Division for a total of 16 plaques awarded. (Note: Effective the 2018 season, the League will no longer issue banners to the Divisional Champions.)

#### D. Scoring Formula for Division Awards Only:

- a) Record the lowest 5 finishers for each school
- b) If a school has less than 5 finishers, each missing runner will receive a "ghost runner" value calculated as follows:
  - i. Multiply 5 places times the number of schools competing in that race. For example  $5 \times 16 = 80$ .
  - ii. For races whose total number of runners is less than the number in (i) above (e.g. 80), the value assigned the missing runners equals the midpoint between the number of finishers in the race and the number calculated in (i) above. For example if there are 60 finishers in the race and 80 possible slots, the missing runners are assigned a "ghost" score of 70.
  - iii. For races whose total number of runners are more than the number in (i) above (e.g. 80), the value assigned the missing competitor would be equal to 1 place higher than the total number of runners. For example, if there were 90 runners in the 5<sup>th</sup> Grade boys, each missing competitor would be assigned a "ghost" score of 91.
  - iv. More simply stated: If the number of runners in a race is less than 5 times the number of teams competing in that race, the place assigned the missing competitor is the midpoint between the number of runners and 5 times the number of schools. If the number of runners in a race is more than 5 times the number of teams, the place assigned the missing runners is one more than the last runner who finishes.

#### E. Bad Weather – Championship Meet:

The League president and the meet host's manager will make the initial determine of any potential hazardous conditions due to bad weather. Subsequent to this determination, head coaches shall be alerted to the pending bad weather conditions and coaches will be asked to follow and communicate these guidelines to their respective teams.

If the threat of bad weather and hazardous conditions are or will be present, it would be in the best interest of everyone not to start any race. Rain, wind, and cold are **not** defined as bad weather. While not intended to be an all-inclusive list of bad weather conditions, lightning, thunder, hail, and tornados **are** definitions of bad weather. If present, the League's head coaches, via majority vote, shall have full control to decide whether or not a meet should begin and/or continue.

If bad weather is in the area, meet management should wait until the weather has cleared before starting any race. If a race has started and bad weather comes up during the race, the following guidelines should be followed:

- a. If a race is in progress an air horn shall be used to notify runners and coaches that the race is being suspended.
- b. Coaches should get runners off the course and into a safe area. If there is lightning, seek shelter in a bus, vehicle or nearby building. Do not go under a tree or under tents with metal poles.
- c. If the race is stopped with the lead runner **less than half way** through the course, then there will be a **one hour** rest period. All runners will go back to the starting line and the race will start all over.
- d. If the race is stopped with the lead runner **more than half way** through the course, then there will be a **two hour** rest period. All runners will go back to the starting line and the race will start all over.
- e. If the majority of the runners have finished and the race has to be called because of bad weather, the results will stand if the last runners who have not finished do not affect the results of the top teams or individual qualifiers that advance.
- f. If the race cannot be completed on the scheduled day, depending on the availability of the course and the agreement of a majority of the head coaches, then: (1) the race will be run on the Sunday or next available weekday following the canceled meet, subject to the respective archdiocese policy for athletic contests or (2) if the course is not available, a majority of head coaches can vote to cancel the meet and championships will be vacant for that season.

**Note:** Situations described in c, d, and e above are extreme situations and may never happen, especially if no race is started with the threat of bad weather in the area. Every effort to complete the race when it is safe to resume should be made for the benefit of the conduct of the state series.

## SECTION 11 – Hall of Fame

The *Suburban Parochial League - Cross Country Hall of Fame* was established to honor those who have made a positive impact on the Suburban Parochial League and the sport of Cross Country through individual, team performance or those individuals who have provided outstanding service to the League, its student-athletes, teams and member schools.

Criteria for the Hall of Fame:

- ❖ The winner of the 8<sup>th</sup> grade boys' and the 8<sup>th</sup> grade girls' race at the SPL – CC Championship Meet.
- ❖ Any runner that has set a Championship Meet time record for his or her grade.
- ❖ Any deserving runner or team approved by a simple majority of SPL coaches (one vote per school) after a motion is made by a coach to so nominate them for entry.
- ❖ Coaches, administrators and other persons who have performed outstanding service to the League. Active members of the SPL - CC generally are not be considered for Hall of Fame membership,

until the candidate retires as an active coach or administrator and is no longer actively involved with the SPL CC.

The League will (a) provide individual Hall of Fame inductees with a specially commissioned medal inscribed and known as the Morello Medal and have the name of the inductee registered as a Hall of Fame member on the League's website. The *Morello Medal* is named after League co-founder Ray Morello and recognizes his long-term contributions, distinguished excellence and commitment to the Suburban Parochial League and the sport of cross country.

In the event that a coach desires that Morello Medals be awarded to all members of a team, the coach and/or respective school will bear the expense of those medals. (Medals issued to individual inductees are provided at no expense to the individual or school.)

With the exception of the boy's and girl's 8<sup>th</sup> grade Championship Meet winners, who receive their Morello medals at the post Championship Meet awards ceremony, all other Hall of Fame nominations and inductions are to be made at the post-season (October) meeting.

Each school has one vote to be cast by the head coach or their designee.

## **SECTION 12 – Concussion Education Requirements**

The League fully supports full compliance with Public Act 099-0245, the *Youth Sports Concussion Safety Act* (the Act) requiring all youth sports coaches in the State of Illinois to complete a 2-hour concussion education program and successfully "test out" every two years beginning in 2016. The League acknowledges that the initial training, successful test completion and certification for all SPL coaches required by the Act is to be completed by September 1, 2016.

The League further acknowledges that the selection of the education program and testing methodology that is in compliance with the Act, as well as, confirmation of compliance with the Act is the sole responsibility of each individual member school.

## **SECTION 13 – NFHS Track & Field/Cross Country Rule Book**

Except where specified differently within these ***Rules and Procedures*** meet administration will conform to standards published in *Track and Field and Cross Country Rule Book* as published by the National Federation of State High School Associations (NFHS). A copy of the current NFHS Rule Book is maintained in the meet equipment box loaned to SPL-CC by SPL-T&F.

## **ADDENDA to SPL – CC Rules & Procedures**

Please see the additional addenda regarding the: (a) Co-Ed Meet Rules and Procedures; (b) Chute diagram; (c) Checklist (suggested) for hosting a meet; (d) Lightning Policy; and (e) NFHS's "A Parent's Guide To Concussion," all of which are available for reading on and download from the SPL – CC website.

## **Universal School Abbreviations**

All Saints Catholic Academy	ASCA	St. Mary of Gostyn	SMG
Ascension	ASCE	St. Mary Immaculate	SMI
St. Cletus	CLET	St. Matthew	MATT
St. Dennis	DEN		
St. Francis Xavier	SFX	St. Michael	MIKES
St. Giles	GILES	Notre Dame	ND



Holy Trinity	HT	Our Lady of Peace	OLP
Immaculate Conception	IC	Sts. Peter & Paul	SSPP
St. Irene	IRENE	St. Petronille	PETS
St. Isaac Jogues	ISAAC	St. Pius X	PIUS
St. James	JAMES	St. Raphael	RAPH
St. Joan of Arc	ARC	Sacred Heart	SH
St. John of the Cross	SJC	St. Scholastica, St Dominic	SS/SD
St. Joseph	JOES	Visitation	VIS
St. Leonard	LEON		
St. Luke	LUKE		