

W.K.
J.B.

A.D. will see to completion
- COACH will see to completion

GENERAL INFORMATION BULLETIN

THE CROSS COUNTRY COMMITTEE IS OF THE OPINION THAT THIS CROSS COUNTRY "GENERAL INFORMATION BULLETIN" SHOULD BE RETAINED BY EACH SCHOOL AND USED TO SET UP THEIR DUAL MEET AND INVITATIONAL CROSS COUNTRY RUNS FOR NEXT SEASON.

1. IT IS RECOMMENDED THAT ALL CROSS COUNTRY RUNS OBSERVE THE FOLLOWING MINIMUM STANDARDS:

A. Review pages 58-63 of the 1983 National Federation Track and Field Rule Book. NOTE: The funnel leading to the chute is to be at least 75 feet long. WE NEED AT LEAST 150 FT. OF ROPE HERE

B. The awards ceremony should be staged in an elevated area so that it may be witnessed by a majority of the spectators. WE CAN USE PICNIC TABLES OUT THERE FOR THIS.

C. Team scores should be posted high and in large figures so that it is readily visible. WE NEED 3 LARGE SCORE SHEETS - WE CAN MAKE THESE

D. A map of the 5000 Meter course is to be distributed to all competing schools upon their arrival the day of competition. I'LL TAKE CARE OF THIS. J.B.

E. A visible starting line must be used. Space should be sufficient so that five runners from each team may be on the front line. FOR THIS + (K) + (N) WE WILL NEED TO GET THE GROUND CREW.

F. An equal number of teams are to be assigned to positions on either side of the center of the course at the starting line. J.B.

G. Rope off the area around the chute. This will prevent spectators from interfering with chute personnel and contestants. WE NEED 200 MORE FEET OF ROPE HERE.

H. If possible, all turns must go around natural or man-made barriers and be on level ground. Course markers, such as flag poles, should extend approximately six feet above ground level and be constructed of a rigid and non-flexible material.

I. There are to be no sharp turns.

J. There are to be no turns within 400 Meters of the finish line. O.K.

(K) There must be an above ground finish line to mark the termination of the race. THIS WILL BE DONE

L. Markers should be used to designate the 1600 Meter and 3200 Meter points on the course. J.B.

M. Instructions for all runs are to be given ten minutes before the start of each run. Runners are to remain in sweat suits for these instructions. Immediately following the conclusion of the instructions, each runner will remove sweat suits and report to assigned position on the starting line. CLERK OF COURSE

(N) Where possible, the course is to be double marked by line and flags. THIS WILL BE DONE. J.B.

O. Competing schools are encouraged to notify the M.H.S.A.A. in writing of all all improperly marked courses.

W.K. 2. ENTRY BLANK - The CROSS COUNTRY RUN REGIONAL AND GIRLS CLASS D FINAL ENTRY BLANK AND an Eligibility List must be in the hands of the designated Managers of the Cross Country Runs to which your school is assigned, NOT LATER THAN 4:00 P.M., FRIDAY, OCTOBER 21, 1983. No individual or team may participate in a Michigan High School Athletic Association event unless accompanied to the event by the coach, administrator or appointee of the school. NOTE: If your school is not planning to enter the Regional Run, please notify the Manager of the Run as soon as possible.

3. ASSIGNMENT OF SCHOOLS TO REGIONALS - The Cross Country Committee, using the following criteria as listed, has assigned schools to Regional sites:

- A. Approximately the same number of schools have been assigned to each Regional site.
- B. Schools have been assigned to the closest site.
- C. Schools assigned to different sites should not cross paths in traveling to their respective Regional sites.

4. UNIFORMS FOR CROSS COUNTRY - Each team member shall wear the same color and design school uniform (jersey and trunks). When other apparel is worn under the jersey by more than one team member (two or more), that apparel must be the same color.

5. COMPETITOR NUMBERS - Each competitor is to be provided numbers by Regional Managers. The Cross Country Committee recommends that the numbers be placed on the back of the contestant. *WE NEED TO GET THESE, FROM GILL?*

W.K. → 6. TEAM QUALIFICATION FROM REGIONAL RUNS TO THE FINAL RUN - Coaches of qualifiers are to obtain from Regional Managers, packets of information about the Final Runs. There are no Regional Runs for Class D Girls. Five runners must finish a Regional Run for a school if that school is to qualify a team to the Final Run:

Qualifications from the Regional to the Final will be as follows: If 1-4 complete teams finish, one team will qualify; if 5-8 complete teams finish, two teams will qualify; if nine to eighteen complete teams finish, three teams will qualify, if nineteen or more complete teams finish, four teams will qualify. WHEN LESS THAN THREE TEAMS QUALIFY, NO ADDITIONAL TEAM QUALIFICATION IS POSSIBLE. THE MAXIMUM NUMBER OF TEAMS QUALIFYING FROM A REGIONAL CANNOT EXCEED FOUR.

If there are more than eight, but less than eighteen schools competing, with complete teams (five or more runners), the school that finished fourth in the Regional meet and has four or more runners qualified for the Final Meet, that team must be listed as the fourth school qualifying a full team.

7. INDIVIDUAL QUALIFICATIONS FROM REGIONAL RUNS TO THE FINAL RUN - The first ten (10) finishers who were not members of the FIRST THREE qualifying teams, qualified to the 1983 Lower Peninsula Final Run for this class. In addition, any of the first fifteen (15) finishers, who had not already qualified as a member of a qualified team or qualified individually as indicated above, also qualified. *WE CAN HAVE HELPERS TO DETERMINE THIS.*

W.K. 8. REPORT OF QUALIFIERS - Only the Regional Meet Manager will forward the names of qualifying teams (and their Eligibility List) and individuals to the Final Meet Manager. If a qualifying team coach desires to make changes on the list of contestants for the Finals, he must notify the Regional Manager immediately after the Regional Run, otherwise the names on the Regional Entry Blank will be used.

9. SCORING AND TIES - At Regionals and Finals -- See Rule 9, Section 2 of the 1983 National Federation Track and Field Rule Book. All contestants are expected to maintain their position in the chute until released. Failure to do so may result in their disqualification. JOB OF CHUTE PERSONNEL

10. AWARDS - The awards are to be presented following the conclusion of the fourth or last race and in the same order the races were run. GET AWARDS. W.K.

Regionals - 1 trophy awarded each winning school (1st place)
 7 team medals awarded to each first place team
 15 medals awarded to first fifteen (15) individuals in each class or section at each Regional

Finals - 1 trophy awarded each winning school (1st place)
 1 trophy awarded each runner-up school (2nd place)
 7 medals awarded to each first place team
 7 medals awarded to each runner-up team
 15 medals awarded to first fifteen (15) individuals in each class (Individuals Run)
 15 medals awarded to first fifteen (15) individuals in each class (Team Run)

11. STARTING TIME AND ORDER OF COMPETITION FOR REGIONAL AND FINAL CROSS COUNTRY RUNS

A. Boys Regionals and Final Cross Country Runs are to be conducted first during M.H.S.A.A. Cross Country competition conducted during odd numbered years. Therefore, Girls Regional and Final Cross Country Runs are to be conducted first during M.H.S.A.A. competition conducted during even numbered years.

B. At all Regional and Final Runs, the first run will start at 12:30 p.m. Where there are two classes, the smallest class will compete first (Section 1 will precede Section 2).

C. The team run for a class or section will precede the individual run for that class or section. (Example: Regional Competition - Boys Class C Team Run, Boys Class B Team Run, Girls Class C Team Run, Girls Class B Team Run; Finals - Boys Class C Team Run, Boys Class C Individual Run, Girls Class C Team Run, Girls Class C Individual Run.)

12. EXPENSES OF COMPETING TEAMS - Schools will defray their own expenses both at Regional and Final Runs.

13. LENGTH OF COURSE - The length of the course at Regional and Final Runs will be 5000 Meters. J.B.

14. NUMBER OF COMPETITORS FROM EACH SCHOOL - A maximum of seven entries and a minimum of one entry from each school may compete. At least five individuals must finish in order to be considered a complete team. Only complete teams will be scored. All individuals on Eligibility List may be used as substitutes for team entries. List individuals on the Entry Blank in order of best times during the current year.

WE WILL HAVE 3 VARSITY RACES - 2 BOYS, 1 GIRLS

15. COACHES ADDITIONAL RESPONSIBILITIES -

WE WILL SEND OUT AN INFORMATION SHEET PRIOR TO THE MEET. J.B.

- A. Coaches should advise their contestants against the wearing of unnecessary adornment (dangling earrings, necklaces, chains, loose bracelets, or any other piece of apparel that, when contacted or dislodged, presents a safety hazard to the contestants wearing it or to an opponent).
- B. Coaches are to advise their contestants that no radios, tape players, stereo boxes, or similar appliances are to be allowed at Regional or Final meet sites.
- C. Coaches are to notify Regional and Final Managers as soon as their team has less than five (5) runners competing in the run.

16. CHECKING-IN AT THE FINAL RUN - A Representative of all competing school teams and individuals is to check in with the Final Manager immediately upon arrival at the Final Run site.

17. SUPERVISION OF TEAMS - Attention of coaches and other school officials is called to their responsibilities in the supervision of team members at the Cross Country Runs. All school representatives are to be ladies and gentlemen at all times. To retain the good will of the persons managing the Runs, as well as schools, park departments and golf courses or country clubs, use proper receptacles for used tape, bandages and other debris.

18. GAMES COMMITTEE- A Games Committee of five is to serve at all Regional and Final Meets and is to be comprised of the Meet Manager, Referee, Starter and two coaches. This Committee shall assist in the administration of the Run. HOW ABOUT ZACHARI

THIS WILL HAVE TO BE DONE EARLY. CHOOSE YOUR COMMITTEE ASAP. W.K.

Each Regional and Final Cross Country Run Manager is to invite three area coaches to review his course layout prior to printing the map of the course. These three coaches are to meet, if possible, and review the course as a group. The names of these individuals are to be listed in the Regional information which is distributed to competing schools. MY RECOMMENDATION FOR COACHES ALBION, HO MARSHALL, LC STURGIS, NH ALL HAVE RUN HERE BEFORE.

The Regional and Final Run Games Committee is to review the course at each Run site prior to competition.

19. TOURNAMENT MANAGEMENT EXPENSES - The M.H.S.A.A. will reimburse host schools for the cost of administering the run. Parking fees are only permitted when attendants are necessary to control parking. The fee charged should be for the purpose of covering cost of the parking attendants. WE WILL NEED PARKING ATTENDANTS - AT LEAST 6

20. PROGRAMS - It is recommended that the entertaining schools supply programs listing at least the schools competing and the individual contestants. Some Tournament Managers may want to enlarge their program by securing local advertising. When programs are provided as a run expense, and the cost is expected to exceed \$100.00, then the programs are to be sold for a maximum of \$1.00 to help reduce the cost of the programs. Advertisers should be selected with care. Advertisements should not mention tobacco, liquor, beer, bars, cocktail lounges, etc.

W.K.

21. PRESS - Adequate arrangements should be made to take care of working or other press representatives at the Meets. W.K. OR J.B.

(Over)

I would like to be entirely in a coaching capacity thru out the Regionals with no official capacity.

22. PUBLICITY - It is suggested that Tournament Managers secure cuts of the teams competing in their tournaments and run them in local and nearby papers for purposes of publicity and interest. Local and nearby papers may be interested in carrying articles supplied by the Tournament Manager concerning competing teams, schedule of Meets, etc. Radio and television stations may also furnish good opportunities for distributing tournament information and securing local cooperation. **EACH COACH IS ENCOURAGED TO PROVIDE HIS LOCAL MEDIA WITH REGIONAL RUN RESULTS.**

23. NOTE: NO SCHOOL IS TO PERMIT ANY OF ITS CROSS COUNTRY TEAM MEMBERS TO PRACTICE, WALK, RUN, OR TOUR IN ANY OTHER WAY THE FINAL RUN COURSE DURING THE WEEK PRECEDING THE FINAL RUN.

24. MEMBERS OF THE 1983 CROSS COUNTRY COMMITTEE:

- Lenora Bykerk, Coach, Lansing-Lansing Christian High School
- Rock Campbell, A. D., Lansing-Lansing Christian High School
- Martin Crane, Coach, Flint-Beecher High School
- Ray Helsing, Coach, Big Rapids-Ferris State College
- Joseph Piwowarczyk, A. D., Linden High School
- Rich Tompkins, Coach, Fremont High School
- Pam Varty, Coach, Birmingham-Wylie E. Groves High School
- Lee Waak, Coach, Harper Woods-Lutheran East High School
- Duke Williams, A. D., Brighton High School

WE NEED:

11) 42 LARGE MANILLA ENVELOPES
 & 42 SMALL MANILLA ENVELOPES

1) A MEGAPHONE - BATTERY OPERATED

2) A STARTER - REFEREE

3) FINISH JUDGES - 2

4) CHUTE INSPECTORS - 5

5) TIMERS - 3

6) COURSE INSPECTORS - 5 - (THESE MAY ALSO BE OUR PARKING ATTENDANTS)

7) CLERK OF COURSE - (MAY ALSO SERVE AS ANOTHER OFFICIAL)

8) SCORE KEEPERS - AT LEAST 4 = 20 OFFICIAL TOTAL

9) A PORTABLE DITTO MACHINE AND PAPER
 I HAVE A LIST OF FORMER

10) THE GILL CROSS-COUNTRY KIT - P. 21 OF THE 1 CATALOGUE No. 760 + 2 ADDITIONAL

PLANATION OF OFFICIAL DUTIES J.B.

12) NUMBERS - 300.
 I WILL ASSIGN THESE TO TEXAS P. 23 ITEMS 900, 901, & 902.