

# **REGION II CROSS COUNTRY RUNNING**

## **MEET HANDBOOK**

**6/15/01**

**Updated 1/8/2020**

## **I. Region II Responsibilities**

- A. Determine site of the Region II meet at the spring meeting.**
- B. Determine date of the Region II meet at the spring meeting.**
- C. Determine and order awards. Trophies and awards have been standardized by Region II. (see Region II trophies and awards at [www.asaa-regionii.com](http://www.asaa-regionii.com))**

## **II. Host School Responsibilities**

- A. Provide facilities.**
- B. Select meet director.**
- C. Make housing and meal arrangement suggestions.**

## **III. Director's Responsibilities**

- A. Send information to all Region schools within the first two weeks of the season.**
  - 1. Preliminary information letter should include the meet site, date, and other pertinent information such as the availability of food and lodging and a request form requesting such information as:**
    - a. Intent to participate.**
    - b. Team rosters.**
  - 2. Subsequent information letters need to be sent only to the schools intending to participate and should include such information as:**
    - a. Time, schedule, and location for meet.**
    - b. Participation fees are set at \$40 per athlete. Fees collected that exceeds expenses for the meet will be returned to the schools based upon the number of athletes participating from each school. (example: Meet profit = \$160 with 40 athletes paying fees, \$160/40 = \$4/athlete refunded)**
    - c. Other pertinent information.**
- B. Meet director is responsible for providing publicity on the Region II meet which will include all information for the public and reporting qualifiers to ASAA within the required timeframe.**
- C. Selection of officials**
  - 1. Meet director is responsible for providing all officials that are needed for the meet, including an official timer.**
  - 2. Meet director is responsible for providing all necessary volunteers that are needed for the meet.**
- D. Meet director will select a Board of Control. School administrators or their designees will be selected.**

- E. Meet director will provide for the course preparation and any maintenance work needed as well as the equipment required for the meet.**
- F. The meet director will assign rooms to teams as available upon formal request and designate a room for the pre-meet coaches meeting. A room or an area will be designated for awards presentation.**
- G. An awards ceremony will immediately follow the meet. The awards will follow the Region II trophy format. (see Region II trophies at [www.asaa-regionii.com](http://www.asaa-regionii.com))**
- H. Athletes must be registered on [www.athletic.net](http://www.athletic.net) by the deadline established by the meet director.**
- I. The top two teams (each gender) and any runner in the top 10 that are not on the top two teams qualify for the ASAA State Cross Country Meet.**
- J. Schools can register up to 7 athletes of each gender for the Region II meet. The minimum number of runners to qualify for a team score is 5 athletes that finish the race with an official time.**
- K. The qualifying teams and individual names will be forwarded to ASAA within the required time ([www.asaa.org](http://www.asaa.org)).**
- L. A financial statement will be prepared and submitted to participating schools and the Region II Executive Board within 1 month of the conclusion of the meet.**
- M. Awards presented are as follows:**

**One set for boys and one set for girls as follows:**

- 1 First Place Team plaque**
- 1 Second Place Team plaque**
- 1 Sportsmanship Team plaque**
- 1 Most Valuable Runner plaque**
- 10 Medals with 1st place blue ribbon, 2nd place red ribbon**
- 3rd – 10th place (8) medals white neck ribbons**
- 10 Medals with gold neck ribbons – All Academic Team girls/boy**

## **SAMPLE LETTER**

**Dear Region II Principals and Cross Country Coaches:**

**The enclosed information deals with the 2020 Region II Cross Country Meet held at Su-Valley High School on September 30, 2020.**

**Teams are welcome to stay in the school or they may stay with any one of the private establishments in the area, (see the enclosed listing). An evening meal and breakfast will be available for an \$18.00 meal ticket, hosted by the Su-Valley student council. If you want to take advantage of these meals, please contact me by September 25, at 765-4321.**

**The participation fee is \$40 per athlete. Checks can be mailed to Su-Valley School or brought to the pre-race coaches meeting.**

**Team rosters must be submitted on [www.athletic.net](http://www.athletic.net) by Wednesday, September 20<sup>th</sup>. No team's roster will be accepted after that date.**

**Teams are limited to 7 runners per gender. To qualify for team awards and State team qualification, a minimum of 5 runners (5 male or 5 female) must finish the race and record an official time.**

### **SCHEDULE**

**Friday, September 29**

**3:30 P.M. School open for arriving teams.**

**5:00 P.M. Walk course.**

**6:00 P.M. Dinner available for meal ticket holders.**

**Saturday, September 30**

**8:00 A.M. Breakfast available for meal ticket holders.**

**9:00 A.M. Coaches meeting.**

**9:30 A.M. Walk course.**

**10:30 A.M. Girls Championship race.**

**11:15 A.M. Boys championship race.**

**12:15 P.M. Awards ceremony in gym.**

**We look forward to hosting you at Su-Valley High School. If there are any questions that you need answered, please call me at 765-4321.**

**Sincerely,**

**Larry Buskirk  
Meet Director**

**REGION II CROSS COUNTRY MEET RESULTS**

<b>Girls</b>	<b>Name</b>	<b>School</b>	<b>Time</b>
<b>10<sup>th</sup> place</b>	_____	_____	_____
<b>9<sup>th</sup> place</b>	_____	_____	_____
<b>8<sup>th</sup> place</b>	_____	_____	_____
<b>7<sup>th</sup> place</b>	_____	_____	_____
<b>6<sup>th</sup> place</b>	_____	_____	_____
<b>5<sup>th</sup> place</b>	_____	_____	_____
<b>4<sup>th</sup> place</b>	_____	_____	_____
<b>3<sup>rd</sup> place</b>	_____	_____	_____
<b>2<sup>nd</sup> place</b>	_____	_____	_____
<b>1<sup>st</sup> place</b>	_____	_____	_____

**Girls Second Place Team** \_\_\_\_\_ **points**

**Girls First Place Team** \_\_\_\_\_ **points**

**REGION II CROSS COUNTRY MEET RESULTS**

<b>Boys</b>	<b>Name</b>	<b>School</b>	<b>Time</b>
<b>10<sup>th</sup> place</b>	_____	_____	_____
<b>9<sup>th</sup> place</b>	_____	_____	_____
<b>8<sup>th</sup> place</b>	_____	_____	_____
<b>7<sup>th</sup> place</b>	_____	_____	_____
<b>6<sup>th</sup> place</b>	_____	_____	_____
<b>5<sup>th</sup> place</b>	_____	_____	_____
<b>4<sup>th</sup> place</b>	_____	_____	_____
<b>3<sup>rd</sup> place</b>	_____	_____	_____
<b>2<sup>nd</sup> place</b>	_____	_____	_____
<b>1<sup>st</sup> place</b>	_____	_____	_____

**Boys Second Place Team** \_\_\_\_\_ **points**

**Boys First Place Team** \_\_\_\_\_ **points**