

2023 WIAA CROSS COUNTRY SECTIONAL TOURNAMENT HOST MANAGERS PROCEDURES

Please also carefully review the 2023 Sectional/State Tournament Information, which is available on the WIAA Web Site so you are prepared to successfully run your sectional.

SECTIONAL BOX ASSIGNMENT

(If a team withdraws or you have less teams entered than the number of boxes you may move teams closer to the middle of the course).

DIVISION 1

1. 11th School Alpha
2. 8th School Alpha
3. 12th School Alpha
4. 6th School Alpha
5. 5th School Alpha
6. 3rd School Alpha
7. 7th School Alpha
8. 4th School Alpha
9. 2nd School Alpha
10. 9th School Alpha
11. 10th School Alpha
12. 1st School Alpha

DIVISIONS 2 & 3

1. 13th School Alpha
2. 8th School Alpha
3. 3rd School Alpha
4. 14th School Alpha
5. 9th School Alpha
6. 10th School Alpha
7. 2nd School Alpha
8. 1st School Alpha
9. 7th School Alpha
10. 4th School Alpha
11. 20th School Alpha
12. 17th School Alpha
13. 19th School Alpha
14. 5th School Alpha
15. 6th School Alpha
16. 21st School Alpha
17. 22nd School Alpha
18. 12th School Alpha
19. 18th School Alpha
20. 23rd School Alpha
21. 16th School Alpha
22. 11th School Alpha
23. 15th School Alpha

A. **Meet Conduct**

You, as tournament manager, are the WIAA's official directly in charge of the meet. The behavior of contestants, coaches, students, officials, and fans comes under your responsibility and jurisdiction. We are confident of your ability to conduct this tournament for the WIAA. You should immediately notify the WIAA of any special problems which occur before, during, or after your meet.

B. **Host School Allowance/Officials Fees**

1. The host school will receive \$585, plus consideration will be given for reimbursement of other approved reasonable expenses.
2. The tournament manager will receive \$115.
3. All participating schools must pay a \$25 entry fee per gender to the sectional host school. Schools with incomplete teams pay \$5 per individual.
4. The host school will pay two officials (referee and starter) \$80 game fee, plus 45¢ per mile and will be reimbursed when the financial form is submitted. Your assigned officials have been asked to contact you to inform you who the driver will be and round-trip mileage (**officials may need to travel separately - we are aware of this and would approve reimbursement**).
5. A [reimbursement form](#) | [Informational letter](#) is required for conducting the cross country sectional (which must be completed no later than two weeks after the completion of the competition to receive any allowance). Remember the Cross Country Sectional Reimbursement Statement is for the WIAA's knowledge and your school will not be reimbursed for any net losses nor be expected to submit payment to the WIAA for any net gains.

C. **Entries**

PTTiming will be providing on-line entry services for the Sectional meet utilizing MileSplit. Coaches will have until Tuesday, October 17 at 11:59 p.m. to enter on-line. Any school that misses the entry deadline will still be allowed to enter but their reimbursement will be withheld if their team or individual(s) qualify for the State Meet. The WIAA will also send a letter of

reprimand to the school's administration. Each host school may handle late entries as they wish. PTTiming will email the entry file to the host.

D. **Medical/Emergency Plan**

1. Contact athletic training staff. Consult with staff to determine staffing needs based on estimated size of meet.
2. Review procedures for contacting EMS.
3. Review district policy for emergency procedures (lightning, tornado, etc.).
4. Secure communication network and necessary contact numbers; cell phones, radios, radar.
5. Identify location of nearest AED.
6. Update prior to meet based on extreme weather concerns; heat or cold.

E. **Changes**

1. A school may make changes to its tournament roster up until race time.
2. A school may change its squad makeup from Sectional to State competition.

F. **Results for the WIAA**

The WIAA will be emailing directly to the vendor/individual designated by the host school directions for completing a web based qualifier report form (teams and individuals that will advance to the State Championship). The form should be completed immediately following the completion of the meet on Friday or Saturday.

Full results (including team scores) must also be provided to the WIAA via email. Results would be similar to those given to schools at the completion of the meet. The WIAA will be posting those results on the web. Email full results to: tclark@wiaawi.org

G. **Reporting Results to the Media**

1. Tournament managers are reminded to immediately notify appropriate media (TV, radio, newspapers) of their tournament results.
2. Also, to get all results published statewide please **immediately** call AP at 1-800-300-8340.

H. **Reminder**

Immediately **provide your WIAA tournament officials** the same information you are sending the involved schools (site of meet, map of course, time of coaches meeting, designated parking area, what time course opens for warm-ups, etc.).