

IHSA Cross Country Regional/Sectional Meet Referee Checklist

This checklist will serve as a working tool to help in the execution of the Meet Referee duties. Please use it as such. Discussions with the Meet Management and the Timing System Operator should take place as early as feasible to help in your preparation.

* Required

1. Your Name: *

2. For what level of the State Series are you completing this checklist? *

Regional

Sectional

3. Which school is acting as the host for your Regional or Sectional? *

Pre-meet

4. Where is your Regional or Sectional being held? *

Pre-meet If it is on the high school campus, then simply state "On campus." If it is held at a site off of the high school campus, then list the name and location of the site (ex. Detweiller Park, Peoria)

5. Have you confirmed with the Meet Manager that he/she is using the Manual for Schools and Mangers for meet planning purposes? *

Pre-meet

Yes

No

6. Did you exchange contact information with the Meet Manager? *

Pre-meet

Yes

No

7. Did you request to be copied on all correspondence from the host school to participating schools? *

Pre-meet

Yes

No

8. Below, list the confirmed times that all races that you will be conducting are set to begin. *

Pre-meet

9. Did you and the Meet Management discuss the team and individual advancement criteria? *

Pre-meet Note: Be aware that advancement will differ from a Regional to Sectional vs. a Sectional to the State Final Meet.

Yes

No

10. Did you discuss with Meet Management the need for them to appoint a Games Committee, and were you made aware of who will serve on that committee? *

Pre-meet Note: The Games Committee will primarily only be used for course and weather related decisions. Although there is not a recommended number for the Committee, it is suggested that the committee be comprised of the Meet Manager and two other coaches, providing an odd number in case a vote is required.

Yes

No

11. How many yards are there between the starting line and the first turn? *

Pre-meet

- 100 yds.
- 200 yds.
- 300 yds.
- More than 300 yds.

12. Does the course meet the IHSA requirement (no less than 2.75 miles and no more than 3.12 miles). *

Pre-meet

- Yes
- No

13. By checking the boxes below, you are indicating that you have confirmed the following: *

Pre-meet

- The course is marked per NFHS Rule Book Guidelines
- You have inquired as to if there are locations where pennants/ropes should be used to prevent inadvertent straying from the course or to prevent spectators from blocking the course.
- Key areas such as the start, finish, and TSO base are adequately "protected."
- You have inquired about whether course monitors (volunteers) will be used to supervise spectators.

14. How will course maps be provided to participating teams (i.e. email, coaches' packets, etc.)? *

Pre-meet

15. Indicate below how many starting boxes will be required for each race. *

Pre-meet

16. Are the starting boxes appropriately marked and within the dimensions of the IHSA guideline of 4 - 6 feet? *

Pre-meet

Yes

No

17. Have you confirmed that the finish line will be a clearly marked wide-mouth chute with a minimum width of 15 feet? Also have you checked to establish the depth of the chute (it is recommended that it be 15-25 feet deep)? *

Pre-meet

Yes

No

18. Have you discussed with the Meet Manager the IHSA Severe Weather Guidelines, and are you on the same page regarding the procedures used to advise runners and spectators to clear the course and venue, where the safe locations are, and how update announcements will be made? *

Pre-meet

Yes

No

19. Indicate what medical support will be available (i.e. EMT, School Athletic Trainer, Ambulance on site, etc.). *

Pre-meet

20. Identify the method of transport for a down runner if this were to occur (i.e. Ambulance on site, emergency personnel on call, etc.) *

Pre-meet

21. Did you confirm that there will be an AED at the competition site and its location? *

Pre-meet

Yes

No

22. Indicate confirmation that a water station WILL be available. *

Pre-meet

Yes

No

23. Will there be a sound system or megaphone on site to provide critical meet announcements and final instructions? *

Pre-meet

Yes

No

24. Who will be responsible for such announcements (i.e. a designated PA announcer, Meet Manager, Meet Referee, etc.)? *

Pre-meet

25. Will a ladder be provided for the Starter? *

Pre-meet It is expected that starts be conducted from behind the boxes to acclimate runners to the State Final Meet.

Yes

No

26. Are you aware of who your IHSA assigned Clerk/Starter will be, and have you made contact with them to discuss their role? *

Pre-meet

Yes

No

27. Aside from the IHSA appointed Meet Referee and Clerk/Starter, list the names and meet positions of other IHSA Registered Officials that the Host has hired. *

Pre-meet If the Host did not hire additional officials, then simply mark N/A below.

28. How many clerks will be used at your meet? *

Pre-meet If you will use additional clerks who are not licensed officials, then please provide them training on how to clerk an IHSA Cross Country Meet.

29. Box assignments were determined by random draw? *

Pre-meet

Yes

No

30. Did you confirm that bibs included dark numbers on a light background? *

Pre-meet

Yes

No

31. How were the bib numbers distributed to participating schools (i.e. coaches packets)? *

Pre-meet

32. Did you contact the Meet Manager in advance to work out the details for the coaches' meeting? *

Pre-meet Note: Typically the Meet Manager opens the meeting and provides information deemed pertinent regarding changes to previous communications, awards procedures, and IHSA advancement criteria.

Yes

No

33. What is the company name of the Timing System Operator? *

Pre-meet

34. Do you have the contact information for the TSO? *

Pre-meet

Yes

No

35. Who provided the team/individual List of Participants to you for clerking (i.e. TSO or Meet Manager) and when did you receive this information? *

Pre-meet

36. What is the primary method for determining a runner's finish time? *

Pre-meet

Transponder

Manual Timing

37. Is there a back up timing system in place? *

Pre-meet

Yes

No

38. Are you, the Meet Manager and TSO on the same page in regard to the required video review process? *

Pre-meet

Yes

No

39. Use the checklist below to confirm that you completed each of these items on the day of the meet and prior to the first race. *

Day of the meet

- Check in with the Meet Manager upon arrival.
- Meet with all Meet Officials to review their assignments and to make sure they are prepared when the meet begins.
- Meet with the Timing and Finish staff to review the finish process.
- Assist in setting up the official camera(s) at the finish line.
- Meet with the Starter/Clerk and any other officials who may be clerking to review the check in procedure and documentation of entries.
- You have informed the clerking staff that they must confirm that each runner who checks in is on the IHSA entry list
- Get a count of how many runners will be competing for each team, and then get a total count for how many runners will be starting each race.
- Assist at the coaches meeting. Inform the coaches of the check-in procedure, the finish line procedure, and video review process. Make sure that either you or the host addresses the required IHSA pre-event questions about available medical personnel and AED.
- Assist the Starter/Clerk with check-in (as needed).

40. Use the checklist below to confirm that you completed each of these items during each race.

*

Day of the meet

- Serve as Assistant Starter (as needed).
- Observe the race, as best as you can, depending on how the course is set up.
- Be in a position at the finish line to observe the runners as they finish and to take note of any situation that may occur that may require you to make a ruling.

41. Use the checklist below to confirm that you completed each of these items after each race. *

Day of the meet

- Once a race is complete, meet with the TSO to get access to a set of results and to begin the required video review. If there is not enough time to review the finish of the first race, then begin the review process for both races after the completion of the second race.
- During the video review, you accounted for every runner that finished, and confirmed that they are listed in the correct order.
- You ensured that those schools that were not entered as teams were not included in the team scoring part of the results.
- Once the review is complete, check the team scores and make note of the individual runners that will be advancing that are not on qualifying teams.
- Sign, date, and time stamp the final official results and give to the Meet Manager.

42. Use the checklist below to confirm that you completed each of these items after all races are complete for the day. *

Day of the meet

- Make sure that the official results are posted for a minimum of 15 minutes before the awards ceremony.
- Stay at the regional/sectional site until after awards are completed to address questions and concerns.
- Meet with the Meet Manager to make sure that everything has been completed and that they will be emailing the official results to the IHSA Cross Country Administrator.
- Sometime after the meet (but on the day of the meet), review the Winner Report entered by your Regional/Sectional Meet Manager to confirm that it is accurate and correct. Email the IHSA Cross Country Administrator and Cc the Meet Manager if you see any errors on the winner report.
- Complete this IHSA Referee's Report online and submit it electronically within 48 hours after the conclusion of your Regional/Sectional Meet.

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