

BIRMINGHAM AND DISTRICT CROSS COUNTRY LEAGUE – SEPTEMBER 2017

CROSS COUNTRY TEAM MANAGER - AN IDIOTS GUIDE

The following is intended to provide Team Managers (especially those new to the job) and other interested parties with guidelines on what to do and when at each of the four fixtures throughout the season.

Before the Day

Send to your Race Secretary names of runners who you know will be running for the coming season ONLY. Inform athletes of the timetable, meeting arrangements, travel directions and if available course type, conditions and map. Appoint your club official & advise them of the duty they will be required to do for the season. Please refer to the separate Rota sheet, note this could change on the day at the discretion of the Referee.

Race Day Procedures

1. Requirements:

- a. Please bring your own clipboard (and a plastic bag to keep out the elements)
 - b. Paper and writing implements (again weather proof – often a HB pencil is better than a pen)
 - c. Plastic sacks (for the collection of athletes' kit – will also serve to keep it dry),
 - d. Stopwatch
 - e. Good supply of safety pins, for athletes' numbers N.B. The League does NOT provide pins. Please ensure that your runners use 4 pins per number on all the corners.
 - f. Team tent (This is useful as it gives the team a base – however it does give the team manager further work in setting it up and dismantling)
 - g. The relevant Rulebooks and rules of the competition.
2. If there are any variations on the procedures in any particular Division then the instructions by the Division Secretary and/or the Race Referee should be followed.
 3. Please note: Referees have been advised that they should cancel any fixture where there is no First Aid cover provided. However, once the lack of first aid is explained to the athletes it will be their responsibility to proceed.
 4. Try and ensure that you and your team arrive in plenty of time to complete all the pre-race requirements.
 5. Team managers should report to the Division Secretary to collect declaration sheets and numbers (at least 30 minutes before the race start. **You are reminded that all of your team members MUST be first claim members of your club and registered with England Athletics.**
 6. You will be given a declaration sheet on which you should **PRINT** in clear letters the names of the athletes who will be competing beside the number you have allocated to each athlete. For all Divisions this will be in the form of a printed sheet on a board and this board will be used in each of the four races.
 7. Allocate the numbers to the athletes ensuring the right athlete receives the correct number and complete the declaration sheet.
 8. Instruct your athletes **not to reduce or deface their numbers, they are liable to disqualification if the number is not worn as issued. Their number MUST be clearly visible throughout the race. All athletes are asked to keep that number for the season.**
 9. An envelope to collect and register your scoring discs will also be issued at declaration time.
 10. As the athletes finish, position yourself at the outlet end of the funnel well away from the officials, ensuring that you allow plenty of space for athletes to efficiently exit the funnel and locate their Team Manager.
 11. At all races discs will be given at the finish funnel to the finishing athlete who should **immediately** bring it to you. These should then be placed in the envelope with the number on the disc (finishing position) written on the front of the envelope along with the athlete's number. These should be in descending order.
 12. It is possible for some discs to be read the wrong way round e.g. 66 and 99 – make sure they are read the correct way up. Often a line under them to shows which way up. e.g. 99.
 13. The first 6 will comprise the "A" Team and the next 6 the "B" Team. Both of these are on the front of the envelope.
 14. Total the sum separately for both "A" and "B" teams if there is a complete scoring six, **and** write the numbers and disc number (position) of any other members of your club completing the race on the back of the envelope. Names are not required.
 15. When all your athletes have finished and the envelope is completed, seal it so that discs do not fall out and **hand it to the appointed League official nominated on the day for that purpose. Do not wander off** to some other part of the course including the Start, to complete your own administration. Completion of the envelope and its handing in will enable provisional results for the day to be announced as quickly as possible and for everyone to be on their way home.