

CROSS COUNTRY MANUAL

**Coaching Our Kids to Do Their Best,
Improve Their Skills And Display
Moral Values**





CROSS COUNTRY MANUAL

Mailing Address

P.O. Box 29260
Washington, DC 20017

Main Office

Phone 301-853-4464
Fax 301-853-7660

Office Location

Pope Francis Center
7202 Buchanan Street
Landover Hills, MD 20784

UPDATED 3/15/2021

IMPORTANT DEADLINES:

- **Age Cut Off:** August 31st
- **New Athlete Registrations:** Due the Thursday before each meet by Noon.

MEET SCHEDULE AND ORDER OF EVENTS:

Meet One: TBA

- New athlete registrations are due the Thursday before at Noon.
- Coaches meeting begins at 12:00PM

RUNNING EVENTS
Beginning at 12:00PM
8U Boys
8U Girls
11U Boys
11U Girls
14U Boys
14U Girls

Meet Two: TBA

- New athlete registrations are due the Thursday before at Noon.
- Coaches meeting begins at 12:00PM

RUNNING EVENTS
Beginning at 12:00PM
8U Boys
8U Girls
11U Boys
11U Girls
14U Boys
14U Girls

Meet Three: TBA

- New athlete registrations are due the Thursday before at Noon.
- Coaches meeting begins at 12:00PM

RUNNING EVENTS
Beginning at 12:00PM
8U Boys
8U Girls
11U Boys
11U Girls
14U Boys
14U Girls

Meet Four: TBA

- New athlete registrations are due the Thursday before at Noon.
- Coaches meeting begins at 12:00PM

RUNNING EVENTS
Beginning at 12:00PM
8U Boys
8U Girls
11U Boys
11U Girls
14U Boys
14U Girls

Meet Five: TBA

- New athlete registrations are due the Thursday before at Noon.
- Coaches meeting begins at 12:00PM

RUNNING EVENTS
Beginning at 12:00PM
8U Boys
8U Girls
11U Boys
11U Girls
14U Boys
14U Girls

Meet Six: TBA

- New athlete registrations are due the Thursday before at Noon.
- Coaches meeting begins at 12:00PM

RUNNING EVENTS
Beginning at 12:00PM
8U Boys
8U Girls
11U Boys
11U Girls
14U Boys
14U Girls

Championship Meet: TBA

- New athlete registrations are due the Thursday before at Noon.
- Coaches meeting begins at 12:00PM

RUNNING EVENTS
Beginning at 12:00PM
8U Boys
8U Girls
11U Boys
11U Girls
14U Boys
14U Girls

MISSION STATEMENT:

Catholic Youth Organization (CYO) athletic programs seek to help young men and women, within the Archdiocese of Washington (ADW), foster strong principles of teamwork and sportsmanship both on and off the field. The CYO further aims to help ADW youth develop their physical talent and learn to play fairly and enthusiastically, while appreciating Christ's presence in their opponents. Through their athletic programs and training linked to parish life CYO offers young people, coaches and their families another opportunity to work together in communion to show the world a new vision of "competition" in athletics.

ELIGIBILITY GUIDELINES:

1. COACHES

- I. In order to coach in the CYO Cross Country program, an individual must meet the following criteria:
 - Refer to the CYO Athletic Handbook for full coaching eligibility guidelines.
 - Head coaches must meet the age requirement of at least twenty-one (21) years old and assistant coaches must be at least eighteen (18) years old.
 - All coaches and assistant coaches must meet the requirements of the ADW Child Protection policy, CYO and any additional requirements of their parish.

2. ATHLETES

- I. Each athlete in the CYO Cross Country program must meet all eligibility guidelines outlined below:
 - i. Refer to the CYO Athletic Handbook for full athlete eligibility guidelines.
 - ii. Athletes must meet all other CYO eligibility rules including age as of August 31st, gender as listed on birth certificate, and team affiliation.
 - iii. Athletes who are rostered on High School teams are ineligible for participation in CYO for that same sport.
 - i. The level of the HS team (freshman, junior varsity, varsity ...) or the athlete's level of participation on their HS team does not change their eligibility status.

THE CYO OFFICE MUST APPROVE ANY EXCEPTIONS TO THE ABOVE RULES.

TEAM REGISTRATION:

1. AGE DIVISIONS

- I. Divisions are separated by age and gender (as listed on birth certificate).

BOYS DIVISION	GIRLS DIVISION
8 and Under	8 and Under
11 and Under	11 and Under
14 and Under	14 and Under

- II. No athlete may compete in two (2) age divisions at the same meet.
- III. Athletes may move up one (1) age division, but may return to their actual age division for following meets.
- IV. Athletes may not move to a division younger than their actual age division.
- V. Athletes may not run races as “exhibition” runners for any reason. All participants in a race must only be official race participants for that race.
- VI. Girls may not compete against boys and boys may not compete against girls. This does not preclude a meet director from running boys and girls or different age races together.
- VII. Athletes must represent the same parish or school for the entire season as determined by their eligibility and first entered meet of the season regardless if that race was finished or not.

2. TEAM ROSTERS

- I. Unless another form of roster format is determined, team rosters must be emailed, as an attached excel file, to Mary Fava (favam@adw.org) or Lisa O’Meara (omearal@adw.org) by August 30th.
- II. ROSTERS MUST INCLUDE EACH ATHLETE’S:
- Full Name
 - Address
 - Date of Birth
 - Gender (as listed on Birth Certificate)
 - Age as of August 30th
 - Parish Attending
 - School Attending
 - Parents Name, Email and Phone #
- III. Athletes must upload a copy of their Birth Certificate and a signed CYO Code of Conduct (annual) to SportsPilot.
- IV. Official rosters must also include one (1) eligible head coach and at least one (1) eligible assistant coach with:
- Full Name
 - Address
 - Email
 - Cell Phone #
- V. Meet day entries and corrections must be turned in to the check-in area before the start of the first race and before the stated cut-off time. A limited number of late entries will be accepted at each meet as fluctuating volume and processing allows.

3. UNIFORMS, CHIPS & BIBS

- I. The CYO Office recommends, but does not require uniforms.
- II. The CYO Office will provide the coach an assigned (numbered) chip and arm band for each athlete.
 - These chips are programmed specifically for each individual athlete and therefore, athletes must run with the same numbered chip each meet.
 - Athletes that forget their chip or wear the wrong chip will not have their times recorded.
 - Coaches will be given all their chips and armbands at the beginning of each season.
 - i. Coaches are responsible for returning every chip and armband assigned to their team at the end of the season.
 - ii. Parishes will be charged \$20.00 per chip that is broken or not returned to the CYO Office at the end of the season.
 - iii. It is up to the coach to decide if they want to have athletes turn their chips into the coach after every meet or if athletes keep their chips until the end of the season.
- III. The CYO Office will provide numbered running bibs for each meet. Coaches can pick up their bibs at the check-in area before the first race.
 - Bib numbers must match the assigned chip number for each athlete.
 - Make sure bibs are securely pinned to the front of the athlete's shirt.

CYO CROSS COUNTRY TEAMS WILL PARTICIPATE IN ACCORDANCE WITH THE CURRENT NATIONAL HIGH SCHOOL FEDERATION CROSS COUNTRY RULES, UNLESS OTHERWISE SPECIFIED IN THIS MANUAL OR AN UPDATE.

CYO COMPETITION RULES:

1. WEATHER POLICY

- I. See CYO Athletic Handbook.

2. VENUES & TEAM/SPECTATOR AREAS

- I. Each venue is unique in its layouts and crowd control procedures. Some venues may have designated spectator areas or have restricted areas. All individuals need to abide by the venue's requirements.
- II. Parking is always at a premium. Parents need to prepare to park and walk a distance to the course venue. Always park in designate areas. Do not create spots by blocking service or traffic access or on grass areas that have not had prior permission to use.
- III. The race starting and finish areas are large areas that need to stay as clear as possible. Typically, there is a painted line on the ground to show the course path. There needs to be a clearance of approximately 5 feet on each side of that line.
- IV. Spectators, teams and tents may be set up anywhere along the course as long as a clear path is made available to the runners.

- V. There is minimal, but often unavoidable foot traffic across the courses. People crossing need to limit crossing the course, always be aware of their surrounds and yield a very generous distance to racers.
- VI. The starting line is off limits to spectators and coaches for races 11U and above. Give the runners their space and enjoy watching them run from the course.
- VII. The finish line requires a tremendous amount of activity and administrative work to provide your athletes with their accurate times. While it provides exciting area to stand, you must give runners their space and allow other spectators the opportunity to view their children.
- VIII. The work of the race recording is not finished until after the runners have left the finish chute. Do not engage runners until they are released from the chute.

3. ATHLETE CHECK IN/EARLY ARRIVALS

- I. Parents must communicate with and through their coaches and not directly with Meet Officials. Meet Officials will not assign, distribute chips/numbers, register or make any changes requested by anyone other than the registered Coach.
- II. Coaches must report to the check in area to collect bibs upon arrival.
- III. Coaches must make any changes or corrections with the appropriate Meet Official
- IV. Athletes must report to the starting line when their race is called. Coaches may escort their athletes to the starting line, but then should move back to the designated coaches box or approximately a 10 foot imaginary buffer zone.
- V. Teams with more than five (5) athletes in an age group may only line up on the starting line five (5) athletes wide, all other athletes must line up behind the original five (5) athletes.
- VI. Athletes must be supervised by an authorized adult, twenty-one (21) years or older, if they arrive earlier or stay later than their scheduled race time.

4. ASSISTING AN ATHLETE

- I. Athletes may not receive assistance of any kind during their race that provides a competitive advantage. If an athlete is found receiving assistance they will be disqualified.
- II. Assistance includes, but is not limited to pacing the athlete, devices capable of electronically transmitting pacing commands or assistance or physically contacting runners.
- III. Water/fluids during the race – Runners may carry a small water bottle with them as long as they carry the bottle the entire race. It is a disqualification to toss or hand water to runners during a race. It is a disqualification for a runner to “toss” or dispose of a water container during a race.
- IV. ASSISTING ALLOWANCES:
 - Coaches may announce intermediate times, race order and other instructions from a stationary position alongside the course as the runner passes.
 - May assist an athlete back to their feet if they have fallen or to quickly check their physical condition.
 - Directional assistance to stay on the course may be given.
 - Although the CYO highly discourages this practice, it is allowable for individuals to walk alongside end of pack runners who have resigned to walking the remainder of the race in order to encourage them to finish the race. CYO recommends that

individuals encourage and support runners by instilling in them the confidence that they can complete a race on their own and without this type of assistance.

5. MEET EVENTS

- I. Athletes must start from a standing set position only.
- II. Athletes must complete the full distance of their race.
- III. 8U DIVISIONS: Athletes run a one (1) mile course.
- IV. 11U & 14U DIVISIONS: Athletes run a (2) two mile course which is typically a (1) one mile loop run twice.
- V. An athlete's finish time will be recorded by their electronically read chip or as backup by manually timing based on their torso crossing the finish line.

6. MEET SCORING/RESULTS

- I. CYO meets results are compiled in two fashions (Individual finish & team scoring)
 - INDIVIDUAL AWARDS/PLACEMENT:
 - i. Runners will be awarded individual placements for their race finish order against all other runners in that race regardless of their overall team results.
 - TEAM SCORING:
 - i. In Cross Country the lowest team score wins.
 - In order to receive a team score, teams must have a minimum of five (5) finishing athletes in a particular age and gender race.
 - Teams with less than five (5) finishing athletes in a race, will not have a team score assigned and those finishing places will not be counted against other eligible team scoring.
 - ii. Meets are scored by assigning point values to the place an athlete finishes in their race.
 - The first (1st) place athlete receives one (1) point, the second (2nd) place athlete receives two (2) points, and so on.
 - iii. The first five (5) athletes from each team to cross the finish line will receive points that correspond to their individual finish place and tally together for a total team score.
 - Runners may possibly be awarded a better placement and thus lower score tally than their actual individual finish order since some athletes ahead of them could possibly not be counted in overall team scoring results.
 - iv. If a team has a sixth (6th) and seventh (7th) athlete running in the race, those athletes will not add to their team's score. However they can impact the scores of other teams by causing opposing team runners to place higher by finishing before them in the race.
 - v. The finish order of a team's 6th & 7th place runners will be used as needed to determine tie breakers. A team without a 6th finishing runner to assist in possible tie breaker versus a team with a 6th runner will lose the tie breaker to the team with the 6th runner.

- vi. Teams with eight (8) or more finishing runners will not have their eight (8th) or higher finishing runners impact any team finish scores including their own.

7. PROTESTS

- I. Refer to CYO Athletic Handbook for full details.
- II. The CYO Office does not accept official protests of meets.
 - Teams wishing to file a complaint may do so through their Athletic Director only, but the filing will not be used to delay or change the result of the meet in question.

8. TEAM MEET VOLUNTEER REQUIREMENTS

- I. All teams should discuss with the parents about the need to volunteer at meets. Volunteer jobs include race marshals (keeping course clear), calling out athlete numbers at the finish, keeping athletes in correct order at the finish, handing out ribbons.
- II. Meets typically require 7-10 parish volunteers in addition to CYO staff and Officials in order to facilitate a safe and efficient meet. These volunteer positions typically involve minimal effort (mostly directing traffic or counting runners) and are typically in placements that have very advantageous meet viewing. Teams on any honor system basis need to take turns supplying volunteers throughout the season.

9. MEET DIRECTOR AUTHORITY

- I. The Meet Director has the authority to cancel events, rule on disqualifications, result resolutions, modify events or combined heats or events as they see fit to satisfy time limits, safety concerns or the operational flow of the meet.

CHAMPIONSHIPS:

1. ELIGIBILITY

- I. Athletes must qualify by participating in 3 regular season meets. Season that are shortened by weather or other such reasons, may be cause to reduce the 3 meet requirement. Such a determination on a change or to what the requirement is will be at the discretion of the Championship Meet Director.
- II. A meet where an athlete began the race, but may not have been able to finish the race, will still be credited with one (1) attended meet.
- III. Only times obtained during ADW CYO sanctioned meets in the current season apply.

2. CHAMPIONSHIP MEET RULE MODIFICATIONS

- I. Unless otherwise stated below, all regular season rules and procedures will be followed for the Championship Meet.
- II. Teams may still move athletes up one age division even if the athlete had not previously competed at that older age division.
- III. Races will be staggered more to allow the vast majority of the previous race runners to finish prior to starting the next race or otherwise “overlapping” races as typically conducted in the regular season.

3. SCORING PROCEDURAL CHANGE

- I. Individual & team scoring will stay the same as the regular season.
- II. Two volunteer Finish Judges will manual record their visual bid number finish orders.
- III. A Volunteer Results Judge(s) will compare the first 25 finish results from both Finish Judges and the computer results for matches or non matches.
- IV. If all of the first 25 places match the computer and the Finish Judges, then no changes are needed.
- V. If the Finish Judges agree on a finish order place, in the first 25 places, that does not match the computer results, the computer results will be adjusted to match the Finish Judges result.
- VI. If the Finish Judges disagree on a finish place, then the computer result will stand.
- VII. The computer results will be used for all finish places 26th and lower without being matched against the Finish Judges results.
- VIII. A results report will be provided at the scores table for coaches only to quickly review before making official announcements and awards presentation.
- IX. Coaches are responsible for going to check these results and raise any possible concerns before the awards presentation. Coaches will not be provided individual reports or be delivered reports.

THE CYO CHAMPIONSHIP MEET WILL BE UNDER THE DIRECTION OF THE DIRECTOR OF CYO ATHLETIC PROGRAMS. THE DIRECTOR WILL BE ASSISTED IN RULING ON ANY PROTESTS BY THE CHAMPIONSHIP MEET DIRECTOR AND THE ASSISTANT DIRECTOR.

CODE OF CONDUCT:

Everyone is expected to conduct themselves at all times as Catholic Christians and to encourage others to do the same. When the spirit of the rules is violated, the program is harmed. In order to protect the athletes, officials, coaches and spectators unacceptable conduct will result in ejections and fines, just as leagues punish athletes, coaches and spectators for violations of game rules and for misconduct.

No CYO athlete, coach or spectator is permitted to:

- I. Refuse to abide by an official's decisions.
- II. Display objectionable behavior by throwing equipment or any other forcible object
- III. Verbally abuse any athlete, coach, spectator or official.
- IV. Lay hands upon, push, shove, strike/threaten to strike or physically attack an athlete, coach, spectator or official.

1. SPORTSMANSHIP

- I. Clapping and cheering on an athlete is acceptable. Trying to distract or pressure an athlete is not acceptable.

2. EVENT ACCESS

- I. All spectators, whether parents or not, are to stay off the course at all times. This privilege belongs to only the athletes and the coach.
- II. CYO officials will remove from the event any spectators, coaches, parents, or athletes who do not display Christian ideals (i.e.: use profane or abusive language, or harass officials, coaches, athletes, or other spectators).

3. ALCOHOL & DRUGS

- I. Beer, alcohol, as well as any form of illegal drugs, are forbidden at all CYO sporting events, regardless of individual facility rules. This rule extends to all parking lots and other church or public grounds.

4. SMOKING

- I. Smoking/vaping is not permitted near the course at any time. If a coach or spectator needs to smoke, please instruct them to go to another area, regardless of the weather.

5. FOOD & BEVERAGE

- I. Food and beverages brought/consumed during CYO sporting events must be cleaned up and properly disposed of prior to leaving the event.

6. DAMAGE

- I. Teams damaging any property of facilities used by the CYO will be suspended from league play until such damage is compensated.

THE CYO OFFICE MUST APPROVE ANY EXCEPTIONS TO THE ABOVE RULES.
