



Peterborough Victoria
Northumberland and Clarington
Catholic District School Board

Board-Wide Cross-Country Information and Rules

Qualifying for the Board-Wide Cross-Country Meet

From each Family of Schools (FOS) Cross-Country event, each school sends the top two (2) qualifying runners from each division to the Board-Wide event. In addition to the top two (2) qualifying runners, schools may send runners who place IN THE TOP FIVE (5) in his/her race at the Family of Schools event. However, the scoring system to determine overall school champion will allow for the top two (2) placing runners from any school to be counted in each race to avoid skewing the school award system.

Bussing and Financial Information

Ordering buses and the cost of transportation is covered by central budget. Conveners are asked to please communicate race results to Greg James immediately following the Family of Schools events to ensure buses for the Board-Wide even can be organized.

Convener Duties (before the meet):

- Confirm the date and location with city booking contact.
- Request the Board representative to order ribbons and medallions.
- Confirm booking with St. John's Ambulance.
- Request the Board consultant for a cheque requisition to cover St. John's Ambulance donation (usually \$250).
- Contact Rhema Christian School (Dave Moon) regarding involvement in meet and organizational support.

Bookings:

- The Board meet is held at Beavermead Park in Peterborough (Contact at City Hall is Terri Lynn Johnston – Community Services Department, City Hall: (705) 742-7777, extension 1829 or email tjohnston@peterborough.ca).
- This event needs to be booked before Thanksgiving weekend so that the washrooms will be available. The meet's alternate date should not be the Friday before Thanksgiving, as campers are coming into the park for the long weekend, along our cross country route.
- St. John's Ambulance needs to be contacted at least 1 month in advance - **St. John Ambulance, Peterborough Branch**, 1500 Lansdowne Street West, Peterborough, Ontario, K9J 2A2. Tel. No.: (705) 745-0331. Fax No.: (705) 745-6002.
- **Rhema Christian School** has helped convene this event for many years and may be willing to help out. Phone (705)743-1400, Fax (705) 743-1414.

Staffing needed for Running Event:

1. Starter

The **Starter** gathers all students and staff at the starting line and begins the morning with a prayer. After the prayer anyone not familiar with the course (mostly Gr. 3 and 4 athletes) go on a walk through the course led by the starter.

- The starter is also responsible for beginning each race.
- It is best if Starter has a megaphone/speaker system and a whistle.

2. Marshals

These are volunteers that stand/sit along the route to ensure that all racers are staying on course and are safe. In the past, grade 8 students or high school students have been used.

One Bike marshal is needed to stay with the first runner (in case children start lapping one another) and one Bike marshal is needed to go behind the last runner (in case he/she loses the rest of the pack). You need a group of students to be bikers as there are too many races for only 2 bikers.

3. Finish Line

Many adults are needed at the finish line. Some are needed to ensure that racers stay in a single file line as they come in. Some are needed for crowd control to ensure that fans stay off the course. One adult is also needed to hand out the number cards (position markers) as the racers cross the finish line. A coach or representative is also needed at the finish to record their school's finishes. Score sheets must be sent to the score table after each race is completed.

4. Score Table

A minimum of two (2) volunteers are needed here. They will be responsible for recording and tallying points throughout the day. A LARGE chart needs to be made in advance that includes all schools participating and room to record points for each race.

Rules:

1. All runners must stay on course throughout the race.
2. All runners must stay in line when being funneled at the finish line.
3. All runners must hand their placing number to their coach or school representative at the finish line.
4. All runners must follow the guidelines in the Fair Play Code of Conduct.
5. Any runners unable to finish the race will be disqualified and must report to their coach immediately.
6. No portable audio devices (excluding hearing devices) are permitted during competition.
7. Everyone must stay away from the water, and respect the property of other Participants.

Schedule for the Day:

9:45 a.m. Students and Coaches meet at the starting line for Prayer, instructions for the day and a walk through.

10:00 a.m. Races begin and are completed in the following order.

Each race is separate.

- Grade 3 Girls 1 km
- Grade 3 Boys 1 km
- Grade 4 Girls 1 km
- Grade 4 Boys 1 km
- Grade 5 Girls 2 km
- Grade 5 Boys 2 km
- Grade 6 Girls 2 km
- Grade 6 Boys 2 km
- Grade 7 Girls 2 km
- Grade 7 Boys 2 km
- Grade 8 Girls 2 km
- Grade 8 Boys 2 km
- Races usually finish around 1:30pm
- Clean up
- Awards

**Awards should not be handed out
until clean up is complete!**

Awards:

At the Board Wide Event the top 10 runners from each race are awarded. First, Second and Third place are given medallions and fourth through and including tenth place are given a ribbon. Special needs athletes are given a participation ribbon.

The following needs to be ordered by the LSS Consultant:

Be sure to double check this!!!

- 15 first place medallions
- 15 second place medallions
- 15 third place medallions
- 15 ribbons of each placing 4th - 10th
- 20 Participant Ribbons for Special Needs Students

Equipment Needed:

Please refer to all safety guidelines outlined in the Ophea Safety Guidelines for Elementary Cross-Country - <http://safety.ophea.net/safety-plan/168/1779>

- Pylons
- Stakes and ropes (Police tape does not work)
- Hammer
- Score Sheets (Each school needs a sheet for every race)
- Megaphone/Speaker system (charged) Speaker with stand works best.
- Tables and chairs for score keepers
- Number cards from 1 - 100 for each race!! Different colours are best.
- Garbage bags
- clip boards
- Score keepers will need paper, pencils, markers, masking tape, paper clips, calculator, and brown envelope package for each coach containing score sheets for each race and a pencil.

Scoring:

The first runner to cross the finish line receives a card with number one on it. Continue to hand out the number cards in order as the rest of the runners cross the finish line. *** If a school does not have a runner in a specific race they are given the number after last place. (Usually 51st) It is the school with the lowest total that wins.

Special Needs Races and Participation:

All names of special needs students should be sent to the convener prior to the day of the Meet. Special needs children will run with their grade at a designated start that suits their needs somewhere throughout the course. EA's, coaches, peers and/or parents may assist each child.