

2017/2018 WPIAL CROSS COUNTRY CHAMPIONSHIPS

September 19, 2017

TO: WPIAL Athletic Directors
FROM: Tim O'Malley, Executive Director

The 2017 WPIAL Cross Country Championships will be held at Cooper's Lake on Thursday, October 26, 2017. There will be a 12:00 pm coaches meeting. The start times for the races are as follows:

A Girls	12:45 PM	AA Girls	1:30 PM	AAA Girls	2:15 PM
A Boys	3:00 PM	AA Boys	3:45 PM	AAA Boys	4:30 PM

Please make sure your coach and your runners are given a copy of the following information. **SCHOOLS ARE RESPONSIBLE AND MUST BE PREPARED FOR PROVIDING THEIR ATHLETES WITH MEDICAL ASSISTANCE.** If you have no team but would like to enter a runner, follow the instructions given on Page 4 "Registration Instructions for the 2017 WPIAL Cross Country Championships". All runners (team and non-team) should be entered using this format. **Non-team schools may enter only one male and/or one female.** All runners must be accompanied by a professional employee of the school district or a designated coach (in writing) who must remain for the duration of the event. A letter must be sent to the WPIAL office from the school principal or athletic director identifying the independent competitor/s and their coach.

GENERAL INSTRUCTIONS

ENTRIES – Eight may be listed – seven may enter the race – five will count in scoring.

SCORING – The first five runners of each team constitute the total team score. Ties in team scoring in this WPIAL championships event shall be resolved by comparing the sixth place finishers from the tied teams. The team with the best sixth place finisher shall prevail. If one team does not have a sixth place finisher, the team with a sixth place finisher will prevail. In a tie situation, if only five competitors of both teams finish, the team score shall be resolved by totaling the score of the first four competitors.

TEAM SCORE – There will be re-ranking of individual (non-team) in computing the total team score to determine the winner in the championships event at Cooper's Lake.

FINISH LINE PROCEDURE – The timing and scoring of runners will be done by the use of ChampionChips. Runners must run over the mats provided at the finish line to record their time. If a chip malfunctions or, for some reason does not record a time, the race director will approve the video confirmation of runners to confirm all qualifiers/medalists. Results are official when posted under the approval of the Tournament Director. Clerical or team scoring errors may be corrected up to 48 hours after the conclusion of the meet. Appeals regarding the misapplication of rules shall be filed within 30 minutes after the results have been announced or made official.

TIMING CHIP – The Champion Chip timing device, provided by the Runner's High, will be utilized again at the 2017 WPIAL Cross Country Championships. Each runner will attach the small computer chip to his or her shoe to allow automatic place recording as the chip passes the special mat at the finish line. A video camera will document the finish line for review of any close finishes.

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Once the chips are removed from the envelope, make sure they do not get mixed up. The computer file is pre-calibrated with the data for that runner. Coaches are responsible for collecting the chips for his or her team. A baggie will be provided in the registration packet. Please wait until after the last race before the baggies are returned to the specified area at the registration trailer. Schools will be charged \$50 for each unreturned Champion Chip. For more information on the chip, check out the Runner's High Website at www.runhigh.com Results from the meet will also be listed at this site.

UNIFORMS -THE PIAA HAS ADOPTED THE NFHS UNIFORM RULE 4-3 without modifications.

AWARDS – Trophies and medals will be presented at a special ceremony at the completion of the AAA boys' race as follows: A team trophy will be presented to the winner and runner-up and plaques for section winners in each classification for boys and girls. Please complete the section information requested, and email/fax the contender's form that is available on the WPIAL website under Fall Contenders Forms. Medals will be awarded to the **top 15 runners** in each classification for boys and girls.

PARKING FEE/DIRECTIONS: A \$5.00 parking charge will be collected for each vehicle. DIRECTIONS TO COOPER'S LAKE: Route 79 North to Route 422. Left on Route 422 to approximately ¼ mile to Currie Road. Right on Currie Road. Follow road taking left fork to parking approximately ½ mile. Cooper's Lake is south of Slippery Rock University.

WPIAL Long Sleeved T-Shirts - \$18.00 & Hooded Sweatshirts -\$28.00 will be for sale at meet.

PIAA Championships will be held at Parkview Cross Country Course in the Hershey Giant Center Complex on Saturday, November 4, 2017.

Dist.	PIAA TEAM ENTRIES					PIAA NON-TEAM INDIVIDUALS ENTRIES				
	A Girls	A Boys	AA Girls	AA Boys	AAA G & B	A Girls	A Boys	AA Girls	AA Boys	AAA G & B
VII	4	3	3	3	3	20	15	15	15	15

A school qualifying for PIAA team competition is entitled to enter eight (8) runners. **A state meet entry form must be completed before departing Cooper's Lake.** Seven (7) runners are permitted to race, five (5) will count in the scoring. Please see the PIAA website: www.piaa.org for specific information and time schedule for the PIAA Championship Cross Country Meet.

REGISTRATION- Deadline is 8:59 pm on Saturday 10/21/17.

- ⋄ **A maximum of eight (8) runners may be entered from each school.**
- ⋄ **Non-team schools may only enter one male and/or one female.**
- ⋄ **Keep a copy of your entries and bring them to the meet.**
- ⋄ **There will be no hard copies mailed.**

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REGISTRATION INSTRUCTIONS to enter the meet using MileSplit's Online Meet

Registration System:

CLAIMING YOUR TEAM

Step 1: Go to your home MileSplit state (<http://pa.milesplit.us>) by using the drop-down box in the header of any page.

If you already have a userID and password from your MileSplit state, skip to Step 3. If you do not, then you must first do Step 2.

Step 2: In the header on the right, it will say "you are not logged in." Beside that, click the "Register" button, and fill out the information. You can select your own ID, but you will be emailed a password (which you can change later).

Step 3: Click on "Teams" in the red toolbar and locate your team.

Step 4: Click on your team name and once on that page, look in the upper right hand corner and then click the black box that says "Claim this Team."

Step 5: Click either Coach or Team Administrator, but not both. Each has the same access to your team roster and online meet registration

Step 6: Click on the "Yes, I am a coach on this team" at the bottom of that page. You may add your team position in the text box, and any other information you believe we will need to quickly verify you are a coach. A school email address is also a very good indicator we use.

Step 7: Wait for a confirmation email from MileSplit saying that you are approved to be a Team Coach or Team Admin. Most requests are approved within several hours. If you have not received the email within 12 hours, please check your junk or spam folders for the email.

If you have questions, please feel free to contact, MileSplit Online Registration support, Gayle Rich at grich@milesplit.us.

EDITING YOUR TEAM ROSTER

Step 1: Make sure you are logged in. Go to your team page by using the "Teams" drop-down box in the tool bar. Once on your team page, you will see a black box in the upper right corner that now says "Team Administration." Click it.

Step 2: On the left side of the page, click "Roster."

Step 3: Now you will see a screen with both boy and girl athletes associated with your team. Look through the list --- you may find many athletes that should only be on the (Indoor/Outdoor) Track Roster or only on the Cross Country Roster. If the athlete has already graduated and there is a graduation year, they will not appear on the live roster or in online registration. If a grad does not have the year, add it from the drop-down box. If you see misspellings, click the name and make the correction.

If you see duplicate athletes, please copy the names and email to your state webmaster (email at bottom of each page) or drich@milesplit.us. We merge them, and by doing this, it ensures that all performances on either profile will not be lost.

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If a current athlete does not have a grad year, please add it (please note, we do not add college grad years).

The XC and TF designate the rosters that the athlete will appear on during online registration. Please take a few moments to either "Remove from XC", or "Remove from TF", so that you will have fewer names when doing online registration. If an athlete is on both XC and TF rosters, you don't need to change a thing. You can always add an athlete back on a roster.

And if you need to add new athletes, simple click "Add Athlete" and fill out as much info as you know, but the first name, last name, gender and HS grad year are most important.

Step 4: You are now ready to enter a meet using the MileSplit Online Registration system.

ENTERING A MEET ONLINE

Step 1: Make sure you are logged in. You should have already claimed your team and edited your roster. If not, go back to the beginning before doing this step.

Step 2: Go to your state's page and click in the tool bar on "Calendar." Select the current season, and look for the meet you wish to enter. If the meet is open, you will see a green "Online Entry" box. Click it. Then on the meet page, click the green "Online Entry" box again. (If the box is red, the meet is not yet open.)

Step 3: You will see a screen that says Online Registration, with details on the meet. Click "Enter Team."

Note: If it is a password-protected meet, you will have to get that information from the meet director. MileSplit personnel are not authorized to release that information to coaches.

Step 4: Fill out the information on the next page, which is the team entry form. Your team name should be selected at the top, but if it is not, click the appropriate radio button. Your name and your email address should already be in the boxes. Enter your daytime number and an evening number. These can be the same, but both are mandatory.

If you have another coach you'd like to have access, select Additional Contact, and fill out their information as well.

Then select the Divisions you are entering, and click "Enter Team."

Step 5: You will now see the list of events for all your divisions on the left hand side. Click the first event in which you have athletes to enter. Your Athlete Pool will be displayed on the left hand side. Click all the athletes you are entering in that specific event. When each one is selected, they move to the "Currently Entered" column. If you forgot to add an athlete to the roster, you can take a moment before leaving any of the event entry pages to click "Go to Team Page to Edit Roster." This is at the bottom of the page. It will open a new window to your team roster page where you can add an athlete. Then return to the online registration window and continue entering athletes.

When all athletes are entered in an event, click "Done Editing." You will be returned to the Event Entries page, where you can continue to enter athletes by event.

Step 6: If you are entering a Middle School team as well as a High School team, you will need to start from the Team Entry Form page and select that team. JV teams will be displayed with all HS divisions.

Step 7: If you need to edit your entries again before the meet closes, you will go back to the meet page and again click the green "Online Entry" box. It will say "Already Entered." Simply click "View/Edit Entry" and you will be in the event section.

If you have questions, please feel free to contact MileSplit Online Registration support, Gayle Rich at grich@milesplit.us.