

Cross Country Manual



SY26



Introduction

The Office of Sports Administration (OSA) is excited to welcome you to another season of CPS SCORE!
 Please review the included Terms and Conditions document for key program information and requirements.
 Non-compliance with any of the following information may result in the forfeiture of coaches' season stipend.
 Any and all questions can be directed to the Athletic Program Administrator (APA) or Commissioner of your Network.
 Thank you for your support of our student-athletes and programs across the District!

Contact Information

A CPS Elementary Athletic Program Administrator (APA) is assigned to assist each of the 13 networks across the District. Please send any general questions regarding this document or the CPS SCORE! Program to sportsad@cps.edu or contact the Office of Sports Administration at 773-534-0700.

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OSA Mission Statement

The Office of Sports Administration (OSA) oversees the equitable implementation of sports programs across all elementary schools (CPS SCORE!) and high schools within the Chicago Public School District (CPS) and Chicago Public League (CPL). Through effective sports policy creation and program management, OSA helps create an environment for schools to provide essential athletic and academic development for each student-athlete. It is the goal of OSA to promote sportsmanship, teamwork, integrity and a sense of community as we prepare students for the next level in athletics and in life. Our students will be able to learn the importance of **Academic, Athletic, and Social Awareness** as they advance through our program and become leaders in their communities.



2025-2026 Points of Emphasis

Prior to the start of each season, the Office of Sports Administration will prepare a form to collect anticipated/interest sports for each school.

This interest form will generate a spreadsheet based on teams interested in participating that season. Any team that does NOT complete an interest form/submit a principal/asst principal signed Aspen Roster by the communicated deadlines, are subject to non approval and may not be included in the league schedule.

Non-compliance with any of the following may result in a coach/liaison delay or forfeiture of their athletic stipend. Any of the following may also require the school to have a supervisory conference with OSA.

- A. Students, Officials, Coaches, Spectators and School Staff are expected to promote sportsmanship. Any unsportsmanlike behavior may result in immediate removal from the property, and further investigation may result in the potential suspension of SCORE! program at your school.
- B. Teams that opt-in are expected to participate in the program in its entirety. Teams that drop out will be subject to further consequences. More details can be found in the Forfeits and Penalties section. See Page 7 for details.
- C. All participating teams that have met roster minimums are required to upload rosters to Aspen, complete the Coaches Directory, complete column "D" of the Attestation Form, and upload this information into the correct school folder located in the Google Classroom, by the communicated deadlines. Updated, signed rosters by the principal, must be turned in to the designated cps admin weekly.
- D. A certified coach may receive up to four stipends each athletic season (fall, winter, spring) maximum of twelve for the entire SY26. *Please see payment criteria breakdown for more details.
- E. **Mandatory Certification**
 - 1. Sports Liaisons must keep certificates in a file pending OSA audit and can be found under the Extra Training Tab in SafeSchools.
 - a. PCA Workshop Completion - Separate Training Outside Of Safe Schools
 - b. Concussion Training *required every 2 years - Athletics Sub Tab In Safe Schools
 - c. CPR/AED Training - Health Sub Tab in [Safe Schools](#)

[Roster/Pre- attestation Upload Folder](#)

| [Athletic.net](#) | [Aspen Guide](#)

Coach Certification Statement

All individuals working in a coaching capacity must be formally hired as CPS Employees or CPS Level 1 Volunteers, as well as hold the following certification/training for the current year prior to coaching:

- A. Complete the SafeSchools Concussion Training
- B. Complete PCA Training Workshop
- C. Complete SafeSchools CPR/AED Training



Sportsmanship Statement & Guidelines

The Chicago Public League asks all of its students, officials, coaches, spectators and school staff to promote sportsmanship before, during and after every game. Offensive language including profanity and/or derogatory or intimidating remarks of any kind directed at officials, event staff, student-athletes, coaches or team representatives will not be tolerated. In order for sportsmanship to prevail, all coaches, students, staff, and spectators must display respect and civility in an effort to enthusiastically support our student-athletes to create a safe and inclusive environment.

[Click Here For Full Sportsmanship Policy](#)

Forfeits, No Contest Penalties

- A. If a team is not present for a contest, OR is not ready to play within 10 minutes of the assigned start time, the Office of Sports Administration will record the contest as a forfeit.
- B. Two forfeits will result in your school being dropped from the remaining schedule and the coach may NOT be paid.
- C. A No Contest is considered a game not completed due to extenuating circumstances, not to include postponements or cancellations initiated by the Office of Sports Administration.
 1. No Contest Results: A game that is neither won nor lost

Payment Criteria

- A. ***CPS SCORE! Coaching stipends are determined by the CTU / CPS Contract and are subject to change. Please contact your CTU representative for more information.***
- B. A certified coach may receive no more than four stipends during each athletic season (fall, winter, spring) maximum of twelve for the entire SY25. Each athletic season will consist of 2 parts separated by grade level.
 1. Teams must meet the minimum number of student athletes to participate in SCORE!
 2. Any team sport with over 40 athletes must add a second certified coach
 3. Cross Country does NOT have a SCORE! And SCORE!+ team, there are NO MAXIMUM numbers for this sport
- C. **Multiple Sport Coaches**
 1. An individual may receive one stipend per team with a maximum of two per grade level Coaching more than one sport at any given time may result in the forfeiture of the lesser stipend of the two in cases of competition conflict.
 2. Cross Country coaches may **NOT** coach multiple sports as it will run through both sessions.
- D. **Multiple Sport Players**
 1. Players that want to participate in more than one sport may do so with the understanding that schedules created will NOT accommodate for game time conflicts.
- E. **Season One: 7th & 8th Grade Boys and Girls**
 1. Maximum 2 stipends can be awarded per coach for 7th/8th grade season
 - a. Boys and Girls Teams **or** SCORE!+ and SCORE! Teams.
- F. **Season Two: 5th & 6th Grade Boys and Girls**
 1. Maximum 2 stipends can be awarded per coach for 5th/6th grade season
 - a. Boys and Girls Teams **or** SCORE!+ and SCORE! Teams.



Calendar

CPS Regular Season Information

Interest Form Registration Open	Aug 4, 2025
Interest Form Registration Closed (deadline)	Aug 25, 2025

CPS Calendar—Post Season & Championship Information

League Terms and Conditions

Section One: Forming A Team

This section identifies general program rules and requirements associated with the SCORE! Elementary School Sports Program. The rules and requirements contained in this section apply to all CPS SCORE! Elementary school sport offerings.

A. CPS SCORE!+

- The CPS SCORE!+ program is the official interscholastic athletics league for 5th-8th graders. Students will participate in practices during the week and gameplay each Saturday at a select site, featuring other schools from within their network. Teams are broken up into respective grade level teams and leagues (Cross Country 5-8) and will compete in a regular season, playoffs and CPS SCORE!+ City Championship. 15 players are eligible to be on the roster for Saturday games for indoor events and 20 players are eligible to be on the roster for outdoor events. Coaches may rotate players should they have 15+ / 20+ students in the program or CPS SCORE! intramural teams below. Schools may choose to participate in additional non-conference gameplay at their discretion.

B. CPS SCORE! IntraSchool Play (Weekday Games)

- The CPS SCORE! Program follows a “no cut” policy. Accordingly, all eligible students who register to participate shall be permitted to participate assuming a sufficient number of students register to allow for the formation of a team at the students’ gender and grade level. If an elementary school has enough registered students to form multiple teams, said elementary school may participate in the CPS SCORE! program that will be held during the week. It is the school’s responsibility to provide a location/gym, coach, schedule games, and pay officials for all SCORE! competitions. You must share your competition and intramural schedule with the APA and Commissioner.

C. Participation Time



1. The CPS SCORE! Program strongly encourages that all student-athletes have an opportunity to participate during game competitions. Students who register to participate in a sport will be provided the opportunity to participate during both practices and games. Coaches are encouraged to provide each athlete with the opportunity to learn and compete in different positions during the practices and games.

D. Student-Athlete Eligibility

1. Students must satisfy several criteria to be eligible to participate in the CPS SCORE! Program. The student criteria is as follows:
 - a. Age / Grade
 - i. CPS SCORE! Sports are for 5th, 6th, 7th, or 8th grade students only. Students must be registered at the school in which they are participating
 - b. 5th/6th Grade Level
 - i. All 5/6th grade students are eligible for CPS SCORE! Sports.
 - ii. 5th grade students are not allowed to play up on the 7/8th grade level during the regular season and conference playoffs.
 - iii. EXCEPTION: 6th graders are allowed to participate on the 7th/8th grade level. But they cannot go back down a level once they come up.
 - iv. Any student that starts the academic school year at the age of 13 has “aged out” of participating at the 5/6th grade level and must be enrolled and participate on the 7/8th level.
 - v. If there are not enough 5/6th grade registrants at a particular school, this does not permit a school to allow 5th grade students to play up on the 7/8th grade level. EXCEPTION: 6th graders are allowed to participate on the 7th/8th grade level. But they cannot go back down a level once they come up.
 - c. 7th/8th Grade Level
 - i. Any student that starts the academic school year at the age of 15 has “aged out” of participating in CPS SCORE! Sports.
 - ii. All current 7/8th grade students registered at the school in which they are participating.
 - iii. All 7/8th grade students are prohibited from playing down on the 5/6th grade level.
 - iv.

NOTE: Schools violating any student-eligibility rules shall receive a forfeit for that game and all games in which the rules were violated (violation of the spirit of the rules may result in removal from playoffs per the discretion of OSA). Teams will be removed from the remainder of the schedule upon their 2nd forfeiture.

- d. School
 - i. Be a full-time student or registered as a homeschooled student at the registered CPS elementary school.
- e. Academic Standing
 - i. Be academically eligible based on their school’s eligibility standards. NOTE: Each participating elementary school principal shall set academic eligibility standards for their school.
- f. Medical Requirement
 - i. According to school records, student-athletes must have approval by a physician to participate in physical education to participate in SCORE! Sports.

E. Student Registration



1. Participating elementary schools are responsible for registering participating students using the method(s) designated by the Office of Sports Administration:
 - a. Schools are required to submit students and coach registration information in ASPEN.
2. Each participating school's final roster must be signed by the school principal and submitted to their assigned CPS Conference Commissioner prior to the start of the season. Signed rosters are also required on a weekly basis. The liaison shall make team rosters available to the assigned coach(es).

F. Team Rosters

1. The sports liaison shall be solely responsible for the formation of team rosters.
2. In order for a school team to be recognized for participation in the CPS SCORE! Meets that school must field a team consisting of at least seven (7) participants. ASPEN rosters must be signed by the school principal and immediately forwarded to the CPS Commissioner for your Network, prior to participating in any Cross Country meets.
3. ONLY 6th Graders can run up with the 7th/8th Graders (1.5 Miles), but once they run up they must stay up with the 7th/8th Grade Team.
4. The coach is responsible for bringing the most recent team roster to each contest. The roster must be signed by the school principal. Any athlete whose name does not appear on the game day roster, is not permitted to participate

G. Individual Participants

1. If a school cannot field a minimum of seven (7) students, a school may enter students as individual participants.
2. Individuals are students whose school did not field a minimum of seven (7) students or did not qualify as part of a team.
3. **Coaches will not receive a stipend** if their school has fewer than seven (7) participants. If this is the case each individual participant must have an adult present when competing.
 - a. This assigned person can be a school official, parent/guardian, or any responsible adult who is at least 18 years of age.
 - b. However, all non-CPS staffed personnel must have a CPS Volunteer Application on file or staffed with CPS. (See How to Volunteer Packet)
4. The participant(s) must adhere to all student-athlete eligibility and program requirements listed above including meet registration.

NOTE: Schools violating any roster rules shall receive a forfeit for that game and all games in which the rules were violated. Teams will be removed from the remainder of the schedule upon their 2nd forfeiture. If you forfeit one game, your seeding may be impacted significantly

Section Two: Program Regulations

A. Regular Season Dates:



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1. No practices will be permitted before the official start date of each season or after the official end date of each season, as communicated by the Office of Sports Administration.
2. The Office of Sports Administration will establish and communicate the cross country season dates each year.
3. Each team must participate in their designated invitational/Regional Qualifier meets, unless they have received prior approval from OSA staff to run in another race.
 - a. Schools must create and run (1) meet in house, just for their school to participate in. These meets can take place on school grounds or at the local park where the coach has measured the course correctly.
4. Schools may also run in meets hosted by outside parties. Commissioners will attend this meeting to make sure that they are being done correctly.
5. This intra-school-meet must be submitted for times via the Google Sheet that will be provided by OSA.
6. The Chicago Park District offers (2) Cross Country Meets it is strongly recommended that your school attends their assigned Network meet.
7. Schools will not be allowed to compete in another Network Meet, they must run in their assigned Meet.

B. Uniforms and Equipment

1. During scheduled cross-country meets, all team members are recommended to wear their own school uniforms. All team members are recommended to wear matching jerseys / t-shirts. Student-athletes can not wear non athletic bottoms (e.g they can not wear jeans, Khakis)
2. Participants are not allowed to wear jewelry. If religious or medical medals are worn, they shall be taped to the body under the uniform.
3. Prohibited attire/accessories: earrings (may not be covered with band aids), head rags, jewelry, jeans, boots, cleats, headphones and hoods.
 - a. Per CPS, teams have to allow uniform modifications for the purpose of cultural value, religion and modesty preference.
4. Spikes are highly recommended, but are not required
5. Participants with painted bodies and faces as well as any costumes will not be permitted to compete.
6. IHSA officials are responsible for enforcing these uniform rules.

C. Advanced Contest Cancellations

1. The Office of Sports Administration will administer all advanced cancellations.
2. All participating schools are responsible for developing a communication policy and procedures for all participants and their families regarding notifying them of a cancellation.
3. Coaches, elementary school liaisons, conference commissioners, and/or principals may not cancel or reschedule meets.
4. Schools must notify the Office of Sports Administration before scheduled meet(s) for any school-sanctioned cancellations.
5. Weather cancellations will be determined by the Office of Sports Administration and communicated to the Meet Manager.

D. Meet Formats

1. The Invitational Meets and Regional Meets should prepare teams for the City Championships.



2. The Regional and City Championship meets will be organized by the Office of Sports Administration, CPS Commissioners, & timed by LakeShore Athletics.
 3. The Chicago Park District will coordinate their own Invitational Meets
 4. SUBSTITUTIONS MAY BE MADE FOR MEDICAL REASONS ONLY. Coaches must have a signed letter from their principal detailing the medical reason for any substitutions made at the Regional Meet or the City Championships.
- E. Meet Registration
1. [Athletic.net](#) Registration For Invitationals & Regionals
 - a. Invitationals, Regionals, & the City Championship must be registered for using Athletic.net.
 - b. Failure to enter your athletes before the **Wednesday 5PM** before the Saturday race will result in refusal of participation for athletes and/or school. (No Exceptions)
 - c. [How to create an Athletic.net account.](#)
 - d. Here is the link for help uploading a roster:
<https://support.athletic.net/article/g316e4jp3z-uploading-a-roster>
 - e. Here is a link on how to register athletes for each meet:
 - f. https://support.athletic.net/article/978100e5y4-submitting-entries-for-a-cross-country-meet?utm_campaign=header&utm_source=header&utm_medium=search
 - g. If a race falls during the week schools must have completed athletic.net registration the Friday prior to the race. (Ex 5/24 Race. Athletic.net must be completed by **Friday 5/20**)
- F. Intraschool Meets
1. Intraschool Meets are when a School host and time their own meets. Schools are required to ONLY submit 1 intra-school meet time using the link below. It is recommended that schools do at least (2) of these meets, but only the times for one needs to be submitted.
 2. Enter Results Intrasquad Meet Results Here
 - a. [SCORE! FALL 2025 Cross Country Intra School Meet Time Entries Due 9/26/25 EOD](#)
 - b. [<-\(Please Enter Result Here\)](#)
- G. Chicago Park District Invitational Meets
1. Chicago Park District Invitationals have already been set-up via collaboration with the Chicago Park District, CPS & Lake Shore Athletics.
 2. Coaches are responsible for registering their athletes via athletic.net. An invitation to the meet will be sent out to the school liaison and coaches to register their athletes for their race. OSA will use the liaison & Coaches emails we have on file.
 3. If this race becomes too full the timing company reserves the right to close registration.
 4. Once the deadlines are set, liaisons and coaches will be notified.
 5. If a school fails to adhere to the deadline, the athlete may only be allowed to run exhibitions, NO EXCEPTIONS.
 6. Schools must participate in their assigned invitational meet(s); If you can not attend please contact OSA.
- H. CPS SCORE! Regional Qualifiers (4)
1. Regional Qualifiers have already been set-up via collaboration with Lake Shore Athletics.
 2. Coaches are responsible for registering their athletes via Athletic.Net, by Wednesday 5pm before the meet that they will be competing in. Coaches are responsible for registering their athletes via athletic.net. An invitation to the meet will be sent out to the school liaison and coaches to register their athletes for their race. OSA will use the liaison & Coaches emails we have on file.
 3. Once the deadlines are set, liaisons and coaches will be notified.
 4. If a school fails to register their team or student athletes, they will not be able to run in the meet falling that Saturday or weekday, NO EXCEPTIONS.
 5. If a school/athlete(s) misses their designated race or is late they are disqualified from that race and advancement.
 6. Schools must participate in their assigned invitational meet(s);
 7. If you can not attend please contact OSA.
 8. Schools must have completed their intra-school meet with the times submitted to run in the Regional Qualifiers.



9. The Intra-school meet & CPD Invitational Meets will prepare schools for their Regional Qualifiers, which will prepare teams for the Regional & City Championship.
- I. North and South Regionals
1. ****To Qualify for Regionals:** Schools must participate in their assigned Regional Qualifier Meet. The top 8 teams from each Regional Qualifier will advance to Regionals. The first 100 individuals from each Regional Qualifier at each grade level and gender will advance to Regionals, regardless if they qualified as part of a team.
 2. Schools will be assigned by their network to a Regional Qualifier.
 3. The top 8 teams from each Regional Qualifier & first 100 individuals from each grade & gender will participate in their Network Regional (North or South). They will be chosen by fastest team times.
 4. Schools can only bring the 7 runners that qualified for the Regional to Regionals. Schools should only have additional runners if they have a student that qualifies as an individual.
 5. **SUBSTITUTIONS MAY BE MADE FOR MEDICAL REASONS ONLY**
 6. Schools are required to participate in the Regional Meet if they want to compete in the City Championship.
 - a. Teams & Individuals will qualify from the Regional to participate in the City Championship
 - b. All qualifying teams and individuals from the Regional Meets will compete in City Championships.
- J. City Championship
1. To compete in the City Championship schools must have competed in their Regional, and met the qualifications to participate in the City Championship.
 2. ****To Qualify for the City Championship -Only the top 4 teams from each Regional at each grade level and gender & first 75 individuals at each grade level and gender will be invited to the City Championship, regardless if they qualified as part of a team.**
 3. **SUBSTITUTIONS MAY BE MADE FOR MEDICAL REASONS ONLY**
 4. Teams that qualified for the City Championship will only consist of the 5-7 players that have qualified from the Regional.
 5. The top 75 individuals that will compete in the City Championship will be selected based on the results of the Regional. Students can medal as an individual and a Team.
- K. Championship Awards
1. In order to be eligible for a team plaque, a school must have contestants (5-7) who finish the race in their division.
 2. At the City Championship, a Champion Plaque and 15 medals shall be awarded to the First Place Team at each level and gender.
 3. A Runner-Up Champion Plaque and 15 medals shall be awarded to the Second Place Team at each level and gender.
 4. Medallions will be awarded to the top 10 individual place winners at each level and gender of the City Championship Meet.
- L. Contest Outcome Tracking & Reporting
1. This will be handled by Lake Shore Athletics and the Office of Sports Administration.
- M. Coaches Responsibilities
1. Prior to the start of the sports season:
 - a. Attend the Coaches Meeting.
 - b. Provide proof that the Concussion Certification training has been completed within the last two (2) years. (Must be on file with the school principal/liaison).
 - c. Complete the Protecting Chicago Children training (PCC)
 - d. Complete the mandatory PCA training workshop(Positive Coaching Alliance)
 - e. Complete the KIPP training (highly recommended)



f. CPR/AED Training

2. During the course of the sport season

- a. Prepare your student-athletes through daily practice sessions during the season.
- b. Monitor your student-athletes progress on the field and in the classroom.
- c. Accompany your team to all games.
- d. Monitor the conduct of your athletes for the duration of each game.
- e. Always have in your possession:
- f. A copy of your official roster
- g. A copy of the terms and conditions
- h. Emergency contact information for each student-athlete completed within the last two (2) years. (Must be on file with the school principal).

N. Coaches Stipend Criteria

1. Coaches can receive up to a maximum of 4 stipends per season
 - a. 5/6th Level: CTU Negotiated Rate
 - b. 7/8th Level: CTU Negotiated Rate

***Coaches/liasons that are on a leave of absence at any time during a SCORE! season will NOT receive payment**

2. When determining the number of eligible coaches' stipends per school, our office counts all runners enrolled in ASPEN for all levels and genders. See below for a breakdown in stipend:
 - a. A school MUST register a minimum of seven (7) total runners to be eligible for a Coaches' stipend.
 - b. Coaches' stipends will be awarded per 7-20 runners. This means our Office has deemed it appropriate for one coach to coach 20 athletes per grade & gender. Your school will be awarded additional stipends accordingly.
 - c. Any team sport with over 40 athletes must add a second certified coach
 - d. There is no SCORE! Intramural Teams for Cross Country.
 - e. **COACHES CAN NOT COACH MORE THAN 40 ATHLETES Per Grade Level/Gender**
 - i. 7-20 runners= 1 stipend
 - ii. 21-40 runners= 2 stipends
New Coach Is Needed
 - iii. 41-60 runners= 1 stipends
 - iv. 61-up runners= 2 stipends

To receive a coaching stipend schools must complete 1 intrasquad meet & submit the times & attend the CPS SCORE! Regional Qualifier.

Failure to complete any of these prerequisites may result in the forfeiture of the coaching stipend.

Each Sports Liaisons must complete the Staff & Coach Directory form via Google Classroom and upload their team roster into their school folder before the start of the season. Please confirm the coaches/sports are correct prior to docusign completion.



Section Three: Meet Rules

This section identifies rules and requirements that are specific in nature to the CPS SCORE! Cross Country Program.

- A. National Federation of High Schools and the Illinois High School Association
 - 1. The official rules of the National Federation of High Schools (NFHS) in conjunction with the Illinois High School Association (IHSA) rulebook govern all athletics rules and regulations at Chicago Public Schools.
 - 2. This rulebook communicates additional rules and regulations that are specific to Chicago Public Schools' athletics programs and activities.
 - 3. The rules and regulations in this rulebook supersede NFHS and/or IHSA rules and regulations where applicable.
 - 4. The CPS SCORE! Program is not a member of the Illinois Elementary School Association (IESA).
 - a. <http://www.nfhs.org/articles/rules-books-and-case-books-available-as-e-books/>
- B. Chicago Park District Invitational Contest Officials
 - 1. The Chicago Park District will assign personnel to serve as the official meet starter and course marshals. (Air horn start)
- C. CPS Invitational/Qualifiers Contest Officials
 - 1. Lake Shore Athletics will provide personnel to serve as the official meet starter and course marshals. (Starter Pistol/Air Horn/Artificial Whistle)
- D. Meet Times / Length
 - 1. All meet times are tentative (see below).
 - a. Chicago Park District (2 Meets)
 - i. The two Chicago Park District meets start time is 4pm and the races will proceed on a rolling schedule from that point on. Races may start before or after their projected times listed below. Teams are instructed to arrive at the start of the meet to ensure athletes are present for the start of their designated race.
- E. CPS SCORE! Elementary Cross Country Order of Events & Start/ Finish Times

8:00 am	Schools Arrive	
8:30 am	Check-in	
9:00 am	Girls 5 th & 6 th Grade	1 Mile
9:30 am	Boys 5 th & 6 th Grade	1 Mile
10:00 am	Girls 7 th & 8 th Grade	1 ½ Miles
10:30 am	Boys 7 th & 8 th Grade	1 ½ Miles

If there is a second Meet the schedule will go as follows below

11:00 am	Schools Arrive	
11:30 am	Check-in	
12:00 pm	Girls 5 th & 6 th Grade	1 Mile
12:30 pm	Boys 5 th & 6 th Grade	1 Mile
1:00 pm	Girls 7 th & 8 th Grade	1 ½ Miles
1:30 pm	Boys 7 th & 8 th Grade	1 ½ Miles

- F. Team Configuration
 - 1. Seven (7) runners constitute a team in each of the four (4)(5th/6th Boys & Girls) (7th/8th Boys & Girls).
- G. Meet Scoring
 - 1. All runners who have competed in the race will be ascribed/assigned a place at the finish line.
 - 2. Points will be attributed to "teams" according to the ascribed/assigned place of each runner on the team. First place shall count as one (1), second place as two (2), and third place as three (3), etc. In placement of teams, the order of finish will be based solely on schools that have five (5) finishers. Runners from schools with fewer than five (5) finishers will be eliminated from the team scoring.



- a. The team scoring the lowest number of points shall be declared the winner.
- b. In case the total points scored by two (2) teams result in a tie, the tie shall be broken by considering:
 - i. The placement of the 6th runner.
 - ii. If one (1) of the two (2) teams does not have a 6th runner, the other team shall be granted the higher place.
 - iii. If neither of the two (2) teams has a 6th runner, the placement of the 1st place runner of each team shall determine the break in the tie.

Sports-Specific Definitions & Key Terms

- A. Bib/Bib Number: a durable plastic like paper product that is pinned to the front of a runner's shirt that has a unique number to identify each runner as they cross the finish line.
- B. Chip: a tiny electronic chip that's programmed with your specific runner identification. It is placed in the runner's specific numbered bib. It sends a signal to an electronic reading device, which is often hidden under a strip of carpet when you cross the start line and again when you cross the finish line.
- C. Chip Time: a technology for sensing and recording the finishing times of all
- D. the runners in a race. Your exact time is recorded automatically.
- E. Chute: a finish area at the end of a race just past the finish line that the runners are funneled into to keep them in their proper finish order.
- F. Cool Down: transitioning the body back to a resting state with a series of lighter activities after a workout to loosen muscles and rid the body of lactic acid.
- G. Cross Country: a type of running event that takes place off-road.
- H. Dehydration: a state where your body does not have enough water.
- I. Hydration: a state where your body has enough water to compete.
- J. RICE: the formula for treating an injury (Rest, Ice, Compression, Elevation).
- K. Static Stretching: holding major muscle groups in their most lengthened positions for at least 30 seconds to prepare for a workout or at the end of a workout.
- L. Warm Up: An easy walk/jog that gets your muscles loose and ready for a workout or race.

Section Four: Safety and Sportsmanship

Coaches are expected to act in the best interest of the health and safety of the injured child. That means exercising reasonable caution, particularly as it relates to loss of consciousness, tears, strains, or suspected breaks or fractures.

According to school records, student-athletes must have approval by a physician to participate in physical education in order to participate in the CPS SCORE! Soccer Program.

- A. Injuries and Serious Incidents
 1. The safety and security of students is always of paramount importance and cannot be over-emphasized.
 2. In the case of student injury, it is the responsibility of each coach to seek appropriate care.
 3. If of a serious nature, the coach should call 911 immediately.
- B. Emergency Ambulance Transport
 1. Any student-athlete who is not accompanied by a parent/guardian on contest day and has to receive transport to the hospital due to a severe injury, the following must occur:
 - a. The Head Coach or Volunteer Coach must ride with the student-athlete to the hospital.
 - b. Site Manager, CPS or CPD Commissioner or Office of Sports Administration staff must supervise the remaining teammates at designated sites.
 - c. Above personnel must notify school officials and parent/guardian to arrange for student-athlete pick-up.
- C. Blood Protocol



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1. If blood is involved, it may endanger others as well as the injured.
 2. Individuals who have uncovered or open wounds or blood on themselves or clothing must leave the contest or practice immediately.
 3. A participant may return only when the bleeding has stopped, the wound is covered, and/or the clothing has been changed.
- D. Head Injuries
1. In the event of a concussion, the coach must follow the appropriate procedures identified in the CPS Concussion Management Policy: <http://policy.cps.edu/download.aspx?ID=258>
- E. Reporting Incidents
1. All serious incidents must be reported to the Office of Safety and Security by completing the appropriate Incident Reporting Form.
 - a. The coach of the athlete(s) involved in the incident is responsible for completing the Incident Reporting Form provided by the Office of Sports Administration.
 - b. The coach must provide the Incident Reporting Form to the appropriate elementary school liaison(s).
 - i. It is the responsibility of the elementary school liaison to report the incident within Verify, the CPS Incident Management System.
 2. All Incident Reporting Forms must be filed with the injured student's school liaison on the next business day.
- F. First Aid & Safety
1. Coaches are responsible for hydrating their student athletes.
 2. All schools must travel with a first aid kit and emergency contact information for every student athlete.
- G. Sportsmanship
1. All participating student-athletes, coaches, and staff are expected to exhibit good sportsmanship.
 2. To begin the match, the starting teams must line-up on the end lines. The official will call the teams together to shake hands before the match begins.
 3. A handshake at the end of each match is required.
 4. CPS enforces a zero tolerance policy as it relates to unsportsmanlike conduct related to fighting. Any participant who is involved in a fight or similar unruly or threatening behavior before, during, or after an activity may be barred from continued participation in the sport for the remainder of the season at the discretion of the Office of Sports Administration.
- H. Spectator Conduct
1. Parents, guardians, and other spectators are expected to exhibit good behavior.
 2. If a spectator, in the opinion of a contest IHSA Official or site manager, exhibits inappropriate or unsportsmanlike behavior, they may ask the spectator to leave the contest location. The Coach, IHSA Official, or Site Manager should work with the assigned CPS security personnel to assist in these situations.
 3. The contest IHSA Official shall make the High School Site Manager aware of any issues regarding spectator conduct.
 4. The High School Site Manager, as appropriate, shall report issues concerning inappropriate spectator conduct to the Office of Sports Administration.

Section Five: Protests

- A. All protests must be written to Jenni Dant at jldant@cps.edu and include sportsad@cps.edu.
- B. Must be submitted within 24 hours of the contest.
- C. If the contest is on a Saturday, the protest must be submitted by close of business (4:00pm) on the following Monday.
- D. No protest will be considered regarding judgment calls made by the official.
- E. Protests will only be considered where there is a question of rules interpretation, which affects the



outcome of the game.

- F. No protest will be considered if the coach could not immediately produce a copy of the league rules for the contest official at the time of the questioned call.
- G. The protest letter must include the following:
 - 1. School check (\$50.00) made out to the Office of Sports Administration.
 - 2. Reason and details of protest.
 - 3. Proof of protest.
 - 4. Signature of person protesting.

Media and Social Media Expectations

The Chicago Public League is proud to offer in-depth coverage of CPS teams and student-athletes across each sports season. In order to continue to publish these stories, the CPL Sports Communications team asks the following of all participating athletics staff members and student-athletes:

- A. Ensure all student media consent forms are signed via the standard CPS enrollment packet
- B. Ensure coaches and/or players are available as requested for pre- and post-game interviews
- C. Share accomplishments and milestones with the CPS Sports Communications team so your teams and athletes can be recognized
- D. Interact and follow all CPL athletics content via our website CPSAthletics.com or via [Social Media](#).

CPS Sports Communications Team:

- A. Communications Manager: Joey Gelman – jdgelman@cps.edu
- B. Communications Specialist: Dominic Scianna – dscianna@cps.edu
- C. Communications Specialist: Michael Wojtychiw – mmwojtychiw@cps.edu

Digital Citizenship Expectations

Being a good digital citizen means that athletics staff members and student-athletes are positively contributing to the digital space, respecting other people's views even if in disagreement, and reporting issues that disrupt a positive digital environment.

A digital footprint and reputation is left online when videos and pictures are uploaded, and when posts and comments are made on websites and social media. Athletics staff members and student-athletes must consider the temporary and/or permanent effect actions online can have for themselves and their community both in the digital space and in person.

That is why the Chicago Public League asks all athletics staff members, coaches, and student-athletes to engage in respectful and positive social media interaction. Should there be any inappropriate social media being created or shared in your community, please report it to CPS administration within your school building so the situation can be properly assessed and appropriate action can be taken as necessary to ensure a safe environment for all those involved.