

WIAA // GESA CREDIT UNION

# POSTSEASON STANDARD OPERATING PROCEDURES

# CROSS COUNTRY

**NOVEMBER 9, 2024**

All Classifications - Sun Willows Golf Course (Pasco)

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# COACH INFORMATION

## EVENT SCHEDULE

- **Monday, November 4** - Coaches Meeting, 7:00 pm via Zoom - [LINK](#)
- **Friday, November 8**
  - 10:00am: Coaches Packet Pick-Up (all team participant changes must be made by this time)
  - 12:00pm - 4:30pm: Course open to athletes
- **Saturday, November 9**
  - 8:00am: Chip distribution begins
  - 9:00am: Check-in closes
  - 8:30am - 9:15am: Course open to athletes
  - 8:45am: Opening Ceremonies (Awards area)
  - 9:00am: [Races Begin](#)

## CHECK-IN

Coaches will receive a team packet with the following materials:

- Bib numbers and pins for Athletes.
  - Numbers are worn on the front of jerseys by the person whose name appears next to the number which will be in your coaches packet upon check-in on Friday.
- One program per qualified team.
- Coach and Manager wristbands.

*Note: Coaches must wear their wristbands to gain entry to the event and access to the restricted areas.*

## SITE DETAILS & PARKING

- Parking at Sun Willows Golf Course is limited and operates on a first-come, first-served basis.
- No buses will be allowed in the parking lot. Inside parking is limited to race officials.
- If the parking lot is full, please go to Columbia Basin College (CBC) (across 20th Ave).
- The warm-up area is restricted to athletes with bib numbers and team staff with wristbands.
- The Coaches Box and warm-up areas are found on the map on the [Tournament Central](#) webpage.
- The course is closed to coaches and spectators except for designated areas.
- No Athlete or spectator is allowed on the service road along the driving range.
- Nobody may enter the residential area.
- Dressing rooms are available at the CBC Athletic Department after Saturday's races.
- The Start Line is limited to participants only - no team tents are allowed at the start area
- Athletes must stay off putting greens and out of sand traps.

## FINISH LINE & RESULTS

- Each runner will be timed, with complete results posted online.
- To ensure a clear photo, athletes may not stop their watches prior to entering the finish chute. If stopping their watch, athletes must hold their hands over their head to provide a clear photo of their bib number.
- Athletes should run through the finish line into the finish corral, cooperating with finish line staff.
- Diving at the finish line may be judged as an impediment to others, resulting in disqualification.

- Coach your athletes to stay on their feet coming through the finish line; **do not lay down** after they finish, they may get spiked or suffer severe injury.
- All personnel are to stay clear of finish line cameras and the official timer during all races.
- Unofficial leaders and order of finish will be kept and updated on the [WIAA website](#).

## **SOCIAL MEDIA SPOTLIGHT**

- Use this [survey link](#) to guide us through special moments from your season, helping us tailor our coverage to better highlight your team during the Tournament.
- Customizable Social Media Templates for your team are available via Canva: [Square](#) & [Vertical](#)
  - How-To Video available [HERE](#)

## **EVENT PHOTOGRAPHY**

NW Sports Photography will post all of the action and awards pictures online at [4nsp.com](#).

## **PROGRAMS**

Programs will be available at noon on Friday and 8:30 am on Saturday at the State Meet site.

## **MERCHANDISE PRE-SALE**

- Rush Team Apparel will offer online pre-ordering for State Cross Country merchandise October 30 at 8:00 am through November 5 at 11:59 am via [this link](#).
- Merchandise will be available for pick-up on site at the Rush Team Apparel pre-order booth.

# **SPORT-SPECIFIC REGULATIONS**

## **ATHLETE/TEAM REGISTRATION**

- Schools should only register their Athletes (up to seven (7) Athletes and two (2) alternates) on [athletic.net](#).
- State Meet participants will automatically upload to the State Meet registration from qualifying meet reports.

## **PASS GATE REGISTRATION**

Athletic Directors must register all additional Coaches, Managers and School Supervisors on their Pass Gate through [FinalForms](#). Each **school** with at least one entry into the State Meet is entitled to the following passes:

- Coach Passes:
  - 1-2 Athletes (Boys & Girls Combined) = 2 Coach passes
  - 3-9 Athletes (Boys & Girls Combined) = 3 Coach passes
  - 10+ Athletes (Boys & Girls Combined) = 4 Coach passes
- One (1) Manager pass
- Maximum of two (2) [School Supervisor](#) passes

## **STATE QUALIFIERS**

- The number of allocated teams in each qualifying meet is multiplied by seven (7), regardless of team finish, to decide the number of individual qualifying places for the State Meet.
- Qualified Athletes who are not on a qualified team will run in the State Meet as individual entries.
- Individual qualifiers from a school that has five (5) or more qualifiers will be scored as a team.

- Qualifying Meet Managers must send results to the State Meet Manager and post results on [athletic.net](https://athletic.net) within two (2) hours of meet completion.
- Alternates are manually sent to [athletic.net](https://athletic.net) by Sunday at 10:00 a.m. by the State Meet Manager.
- Ambulatory, Wheelchair and Unified Athletes must submit [authorization forms](#) to the WIAA prior to the deadline.
- Ambulatory and Unified Athletes must participate and meet the following standards at their qualifying meet:
  - 2-mile race = 24:00 minutes
  - 3-mile race = 39:00 minutes
  - 5k race = 40:18 minutes

## **SUBSTITUTIONS**

- Teams that qualify for the State Meet may substitute athletes, provided the substitutes meet requirements.
- When an individual Athlete cannot compete, the Athlete's school Principal must notify the Meet Manager, who will notify the Principal at the school of the next qualified Athlete.
- An Athlete removed from participation in a meet due to injury or illness cannot continue until authorized by the physician who made the original decision, or their designee.

## **RULES & REGULATIONS**

- The State Meet uses the NFHS Track & Field and Cross Country Rulebooks for guidelines and interpretations.
- The [Games Committee](#) is responsible for the proper conduct of the State Meet.
  - Any situation or interpretation not covered in the Rulebooks will be ruled upon by the Games Committee.
  - The Games Committee will appoint a Jury of Appeals to serve as the final board of appeals.
- Uniform tops must be below or tucked into the waistband of the bottom when the competitor is standing upright.
- Bandanas and hats of any kind are not allowed during competition.
- Plain headbands, stocking caps and gloves will be acceptable (no logos of any kind are allowed on head gear).

## **COURSE DETAILS**

- The distances run for both the Boys and Girls divisions shall not exceed 5.0 kilometers.
- The distance for the Ambulatory Division will be 2.0 miles.
- The distance for the Wheelchair Division will be 2.0 miles.
- Athletes must show a race bib to enter the course.
- Only Athletes with race bibs and chips will be allowed on the Start Line.
- A Coach Box will be behind the Start Line, accessible only to Coaches of Athletes in the upcoming race.
- No Coaches are allowed in the finish area — coaches may greet athletes at the end of the finish line corral.
- Race clocks will be stationed at the one- and two-mile marks, with a third hanging above the finish line
- Two FinishLynx FAT digital photo finish timing systems will capture the place and time of each Athlete.
  - The finish of each runner shall be judged when the torso of the runner breaks the plane of the finish line.
- No team tents are allowed at the Start Line or within 10 feet of fencing in the driving range area.

## **LANE ASSIGNMENTS**

- A draw for lanes will be made prior to the Meet and listed in the program.
- Teams may line up three Athletes across their assigned start lane with additional Athletes stacked behind.
- All individual qualifiers from one district will be placed in one lane in the order of their finish in the District Meet.
- If more than six Athletes qualify from one district, adjacent lanes will accommodate those Athletes.
- The first 150 yards of the race consists of two alleys, with Athletes from lanes 1-15 in one and the rest in the other.
- Athletes must run in a straight line from the Start Line to the top of the hill in assigned alleys before they merge.

## **SCORING**

- Team scores are determined by totaling the points scored by the first five (5) athletes to finish from each team.
- If fewer than five Athletes finish, no score is listed - individual finishers will not be counted in team scoring.
- At the end of the Finish Line camera zone, meet officials will record numbers in order of finish.
- Any Athletes not displaying their number plainly will be disqualified.
- Athletes and Coaches must stay clear of the Official Timer at all times during the race.
- Meet Managers are authorized to use official Finish Line photos to assist meet officials in making final decisions.
- Team score ties will be broken by comparing the 6th-place finishers from the teams that tie.
- If only five (5) Athletes finish from both teams that tie, the scores of the first four finishers will determine results.

## **RFID CHIP TIMING SYSTEM**

- A Radio Frequency Identification (RFID) chip system will be used for split and back-up Finish Line timing.
- The RFID system will provide live, unofficial results on the [WIAA website](#) from the one- and two-mile splits.
- Each Athlete must pick up their RFID timing chip before the start of their race on Saturday at the pickup station.
- The RFID timing chip tent will open at 8:00 am on Saturday, located next to the starting line.
- Each athlete will receive and wear two RFID timing chips: one on each shoe.
- Each assigned RFID chip will match the specific bib number assigned to the athlete.
- Athletes won't be allowed on the Start Line without their race bib number and RFID timing chip.
- No Athletes may exit the timing chip removal corral after the Finish Line until their timing chip has been removed.

## **POST-RACE PROCEDURES & AWARDS**

- Race results will be available [online](#) approximately 30 minutes after the end of each race.
- The official scoring system will be the computer results.
- RFID chips will be clipped in the corral immediately following the race.
- Athletes should proceed to the awards area if they earn any the following placements:
  - Top 20 for a 20-entry race
  - Top 16 for a 16-entry race
  - Top 12 for a 12-entry race
  - Top 8 for an 8-entry race
- Individual Medals will be presented immediately after each race is scored.
- Team Trophies for boys and girls classifications will be presented immediately after the Boys races are scored.

## **FIRST AID**

- The First Aid Tent adjacent to the Finish Line will have certified medical personnel.
- An ambulance will be stationed at the First Aid Tent.
- A first aid cart trails the runners on the course.
- Please notify the First Aid Tent of any pertinent medical concerns prior to the start of the race.
  - A letter or note from a doctor must be presented to the meet director or designee before the race documenting the need of the athlete to use the atomizer/inhaler during competition to ensure his/her safety.
  - Without a doctor's statement, the athlete may only use the atomizer/inhaler prior to and after competition.

# GENERAL REGULATIONS

## ALLOCATIONS

Postseason berths are allocated to WIAA Districts based on the total number of schools offering the sport in that classification/gender.

## STATE TOURNAMENT TICKETS

The WIAA has transitioned to paperless ticketing with State Tournament tickets available for purchase digitally through GoFan, the WIAA's ticketing partner. Fans are encouraged to purchase tickets online in advance of the events but will have the ability to purchase digital tickets onsite by accessing the GoFan digital ticketing site using their mobile devices. Limited paper tickets will be available at most sites on the day of the event. **SERVICE FEES APPLY TO ALL TICKETS SOLD. The Tacoma Dome, Yakima Valley SunDome, and Spokane Arena manage their own tickets. Venue-imposed fees apply.**

- **SENIOR:** Age 62 and over
- **MILITARY:** Active Duty, Veterans, Guard, and Reserves with proper Military I.D.
- **STUDENT:** Children aged 5-11 and students aged 12 and over with a valid high school or middle school ASB card (the actual ASB card must be presented; pictures of ASB cards on cell phones will not be accepted)
- **Children under the age of 5 are admitted free**
- 1st and 2nd Round ticketing for Soccer and Football is managed by the respective WIAA host Districts
- Tickets are valid only at the site/event for which they are purchased EXCEPT for Regional Basketball and Semifinal Football where tickets are valid at all sites on the day for which they are purchased

## **QUALIFYING TOURNAMENTS/EVENTS**

Qualifying events must be completed by the Saturday prior to the start of the WIAA State Tournament.

## **PASSES**

Passes are to participating schools according to the respective sport-specific guidelines.

- **Supervisory Passes**  
Supervisory passes are to be used only by the designated school staff who are in attendance to supervise the student body fan section.
- **School Media**  
School Photographers will be granted entry and may be granted floor privileges for the contest(s) in which their school participates. Each must be added to the school's pass list based on the allocated spaces in

FinalForms. These positions are intended for student media, however, adults will be allowed to fill these spaces if necessary.

- **Schools Billed for Pass Gate Entry**

Schools will be billed following for any school personnel who enter through the Pass Gate that are not included on the Pass Gate List. The billing rate will be for an All-Tournament ticket.

- **College Coaches**

Passes shall not be issued to college coaches for scouting purposes.

## **ALL-TOURNAMENT TEAMS**

- The WIAA does not select/announce an 'All-Star' or 'All-Tournament' team.
- If one is selected, it is announced and publicized by an outside group.

## **INSURANCE**

- Leagues, Districts, and the WIAA maintain General Liability insurance policies for their League, District, and State Championships.
- The WIAA also provides a Catastrophic insurance policy for post-season/Championship events.
- All other coverage, including accident insurance, is the responsibility of participating schools and or individuals.

## **GAMES COMMITTEES**

- Tournament Managers will appoint and name a Games Committee that will be onsite or readily accessible by phone for all postseason qualifying and/or State events.
- Participating coaches will be informed of the process and makeup of the Games Committee prior to the start of each event.
- Questions concerning infractions may be brought to the Games Committee by the Head Coach or a school administrator, NOT by a contestant, parent, or spectator.
- The Games Committee shall be composed of no fewer than three (3), nor more than five (5), members.
- Games Committee members may not have a conflict of interest with the teams/individuals involved with the game/contest under dispute.

### **Games Committee Duties:**

- Assist the Tournament Manager as needed and be immediately available at all times during the event.
- Act as an arbitration board of dispute on questions or protests that might arise - the final decision must be the consensus of the Games Committee.
- The Games Committee WILL include:
  - The Tournament Manager or designee: Tyson Sturza and John Cazier
  - The Head Officials: Garrick Redden and Jay Rydell
  - A Coach, Athletic Director, or School Administrator;And MAY include:
  - The Official Scorekeeper, OR
  - Another member of the event staff

## **PROTESTS**

In all WIAA State Tournaments, the following process will be conducted for protests:

### **Protest Process:**

- If a Head Coach believes there has been a misinterpretation/misapplication of a specific rule, the coach shall notify the game officials following the incident and prior to the resumption of action that the contest is under protest.
- The official(s) will suspend the contest until a decision of the Games Committee has been determined. The Games Committee will meet immediately or as soon as is reasonably possible upon receiving notification of the protest.
  - During the Games Committee meeting, the coach shall be afforded the opportunity to present rationale and justification including the specific rule(s) in question, how the officials misapplied/misinterpreted the rule(s), and the desired outcome of the protest.
  - The official(s) shall be afforded the opportunity to present the rule and its implementation in the protested situation.
- The Games Committee will consult with the WIAA staff member who oversees that sport; will follow any additional protest procedures covered in the specific NFHS rule book; and will utilize the NFHS and/or WIAA playing rules, scorebook, and/or statistics to determine the appropriate ruling.
- The Games Committee will deliberate in a closed session.
- The decision of the Games Committee is final and cannot be further appealed.
- Protests of an official's judgment will not be heard.

### **TEAMS/INDIVIDUALS UNABLE TO ARRIVE FOR SCHEDULED COMPETITION AT A STATE EVENT**

Teams/individuals earning the right to participate in State events should have those rights protected as much as possible. Participating schools must also realize that these events are held to certain restrictions with facilities, game officials, and all other game administration and operations.

- A WIAA State event shall be defined as any tournament event managed by the State Office.
- Competing schools are responsible for notifying the WIAA Staff or the Tournament Manager in a timely manner if they are having difficulty traveling to the event site due to weather or an emergency and may not arrive in time for their scheduled competition.
- School personnel have the responsibility of making alternative travel plans based on weather forecasts and other foreseeable barriers to travel.
- As a common practice, input and recommendations are to be sought from the Highway Patrol and/or the Department of Transportation.
- Specific circumstances not covered by this policy are left to the discretion of the WIAA Staff.
  - If a team/individual is unable to arrive at a State event site for their scheduled competition due to circumstances beyond their control (e.g., an earthquake, all passes closed, roads closed due to flooding, etc.), that team/individual will be allowed to participate in their scheduled event provided they arrive at the event site and are able to compete on the day of their scheduled event.
  - The WIAA Staff, in cooperation with the Tournament Manager, shall adjust the schedule of the event for the purpose of allowing maximum participation for all qualified teams/individuals.
  - If the team/individual is unable to arrive to compete on the day of its event, a forfeit is recorded and that team/individual shall move into the consolation bracket or be dropped from competition, whichever is applicable to that particular stage of the event.



## **INCLEMENT WEATHER**

- In the interest of safety, weather/conditions beyond the control of the participating teams/individuals and/or Tournament Manager, there may be times that it becomes necessary to delay, postpone, or cancel a contest or tournament, though the intent of this policy is to accommodate teams/individuals by rescheduling.

### **The following practices shall be observed:**

- If severe weather conditions affect a participating team/individual, but not the tournament, the team must notify the Tournament Manager.
- If severe weather conditions affect the tournament, the WIAA Staff will make the final decision concerning tournament postponement or rescheduling.
- Play will resume on the next playable date.
- Changing of sites, postponement, or cancellation of events will be determined by the WIAA Staff.

### **Procedures to follow if contests are rescheduled:**

- The WIAA Staff has the final authority on contest rescheduling.
- If contests are rescheduled on the same day as originally scheduled but at a different site, the Semifinal and Championship contests will be scheduled at the same time or later than originally scheduled.
- The time between contests may be shortened. *Example: If contests were originally scheduled at two (2) hour intervals, they may be rescheduled at one and one half (1½) hour intervals.*
- Individuals/teams shall be granted a minimum of twenty (20) minutes for rest between contests.
- Whenever possible, contests played on the final day of the tournament shall be scheduled to allow individuals/teams to return to their home community that day.
- If during the last scheduled day of a tournament, contests are unable to be restarted requiring overnight postponement, only those teams/individuals still in contention for the Championship will continue play.
- Teams/Individuals not in contention for the Championship shall be awarded a tie for the highest placing that could have been earned if postponement had not been necessary.
- Ticket revenue will not be refunded in the event the schedule and/or day(s) of the event are changed due to inclement weather.

## **TEAM CEREMONIES**

Except for the postgame awards presentations, team ceremonies held before or after a contest must be conducted in the locker room or on the sideline so as not to delay the start of the contest or impact any other participating teams.

## **UTILIZING STUDENTS FOR SUPPORT POSITIONS AT ATHLETIC EVENTS**

Students younger than high school age will not be allowed for any support positions at a WIAA State Championship UNLESS the school signs a waiver ahead of time and the school assumes all risk.

- [Underage Worker Form](#)

## **SUPERVISORY PERSONNEL**

Participating schools must register a supervisory staff member in FinalForms to monitor their student fan section.

- **Supervisor Duties:**
  - Report to the Tournament Manager upon arrival.

- Wear a WIAA-issued ‘Supervisor’ pass for easy identification.
- Monitor fan behavior as outlined in the [WIAA’s Fan Expectation Guidelines](#).
- Assist the facility security staff or Tournament Management staff when necessary.

## **FAN/SPECTATOR EXPECTATIONS**

The WIAA supports social justice, racial equity, and sportsmanship. Derogatory cheers, slurs, and hateful comments relating to identity (race, ethnicity, gender expression, disability, religion) are not permitted. Tournament Managers and event personnel have the authority to remove individuals for inappropriate behavior or comments. If you witness any of the above behavior from those in attendance, you can report the incident to the WIAA via the [Discrimination & Harassment Reporting Form](#).

- Participating schools are encouraged to share the [WIAA’s Fan Expectations](#) with their communities and student bodies prior to attending State events for policies regarding Cheers, Signs, Artificial Noisemakers, Mascots, Face Painting, Continuous Standing, Clean-Up Expectations, Drones, and more.

## **PEP BAND EXPECTATIONS**

- Restrict playing to timeouts, between periods, pre and postgame, or other dead ball situations.
- Maintain appropriate fan behavior as outlined in the [WIAA’s Fan Expectation Guidelines](#).

## **CHEERLEADER EXPECTATIONS**

- Use only school district-approved cheers at appropriate times.
- Direct cheers and chants towards your school’s team only.
- Maintain appropriate fan behavior as outlined in the [WIAA’s Fan Expectation Guidelines](#).

## **TEAM ARRANGEMENTS**

- **Lodging:**
  - Participating teams are responsible for their own lodging.
  - Schools must provide supervision for all school representatives at their place of lodging.
- **Locker Rooms:**
  - Teams must be supervised by school personnel while in their assigned locker room.
  - Participants are responsible for leaving locker rooms in undamaged condition.
  - Tournament Management is not responsible for lost or stolen items.
- **Physicians/Trainers:**
  - Teams are encouraged to supply their own physician/trainer.
  - Athletes removed from participation and attended to by a physician cannot reenter competition until authorized by the physician who made the original decision.
- **Participant Admission & Roster Limitations:**
  - The roster limits for each of the State events are listed in the respective sport-specific regulations.
  - Only those participants included on the roster can be in uniform.
  - Students not included on a team’s roster/squad must pay admission or included on the Pass Gate list.
  - Participant admission/asses is non-transferable.

## **STATE TOURNAMENT IDENTIFICATION AND SPONSORSHIP**

The WIAA has registered the WIAA logo and identification term, “State High School Championships,” with the Secretary of State, establishing the ownership of events through legal action and WIAA Executive Board policies.

Phrases such as “On to State,” “On the Road to State” or any other phraseology that implies State High School Championships are included.

- The WIAA has licensed only one company to print, sell, and/or distribute WIAA-registered merchandise and schools are encouraged to contact the [WIAA Staff](#) directly for information regarding that partnership.
- Only official, pre-approved merchandise will be sold on-site before, during, or after the event.
- WIAA member schools that wish to produce merchandise utilizing any of the phraseology outlined above must utilize any one of the following processes:
  - Contact the [WIAA Staff](#) to procure desired merchandise through the WIAA’s merchandise partner, or
  - Remit a percentage of the gross revenue of merchandise sold to the WIAA; the percentage will be agreed upon by the school and WIAA.
- Permission to distribute items onsite at a State event must be approved by the WIAA Staff..
- Advertising or recognition of non-school organizations/products is limited to WIAA-approved sponsors.
- Political displays and/or solicitation are prohibited.

### **EXPECTATIONS DURING AWARDS PRESENTATIONS DURING STATE EVENTS**

- Spectators will not be allowed onto the competition floor or field.
- All individuals (coaches, participants, managers, statisticians, etc.) will remain on the competition floor or field until all awards have been presented.
- **Losing Team Expectations:**
  - Send the entire team to the center of the field/court/competition area to receive their award,
  - Cooperate with the school supervisors and spirit squads to dispel any rude comments directed to the opposing team or tournament officials,
  - Remain on the field/floor until after the award has been presented to the winning team,
  - Display appropriate congratulatory efforts towards the winning team.
- **Winning Team Expectations:**
  - Remain on their own side of the floor or field until after the award has been presented to the other team,
  - Cooperate with the school supervisors and spirit squads to subdue overly exuberant fans until after the award has been presented to the other team.
  - Demonstrate respect for the opposing team.