



**Monroe County Cross Country  
Coaches Handbook  
2024**

## **Important Information**

Co-Chairperson:

Bill Buckenmeyer (Batavia)

wabuckenmeyer@bataviacsd.org

(302) 354-6374 (cell)

Co-Chairperson:

Chris Compson (Pittsford-Mendon)

clcruns@gmail.com

(315) 877-8211 (cell)

Cross Country Liaison:

Mike Giruzzi

[mgiruzzi@mcpsacny.org](mailto:mgiruzzi@mcpsacny.org)

(585) 202-4618

Modified Chairperson:

Charlie Lowe (Fairport)

crloweny@rochester.rr.com

(585)223-5747 (home); (585)662-3309 (cell)

**Democrat & Chronicle**: Report results at: [sports@democratandchronicle.com](mailto:sports@democratandchronicle.com)

(585)258-2400 – Call only if you have an outstanding result to report

**This is the sample the D & C gave to our league:**

Highlights: Nathan Speed (team) 16:12, Jake Fast (team) 16:25 at Mendon Ponds West

Monroe County Coaches website:

<http://mcxcresults.com/mcxcws/> (password: coach\$xc)

Section V website: [www.sectionv.org](http://www.sectionv.org)

First Practice: Monday, August 26, 2024

Number of practices for Student-Athletes to represent their school: 6

**County Meet Entries are due: Sunday, October 20, 2024 8:00pm**

Monroe County Championships: Saturday, October 26, 2024

**Sectional Entries are due: Sunday, October 27, 2024 8:00pm**

Section V Championships: Saturday, November 2, 2024

NYSPHSAA Championships: Saturday, November 16, 2024

Post-season Meeting: Wednesday November 20, 2024

Test Dates

SAT: 8/24, 10/5, 11/2

ACT: 9/14, 10/26

East Large (Div 1)	East Small (Div 3I)	West Large (Div 2)	West Small (Div 4I)
Fairport	Brighton	Hilton	Greece Athena
Rush-Henrietta	Irondequoit	Churchville-Chili	Brockport
Penfield	Canandaigua	Spencerport	Eastridge
Webster Schroeder	Pittsford Mendon	Gates-Chili	Greece Olympia/Odyssey
Victor	Pittsford Sutherland	Greece Arcadia	Batavia
Webster Thomas	HFL		

**Monroe County Invitational:**

Saturday October 26 @ Parma Park

**Section V Championship:**

Saturday November 2 @ Letchworth State Park (Highbanks Recreation Area)

**NY State Meet:**

Saturday November 16 @ Queensbury HS

**NY State Federation Championships:**

Saturday November 23 @ Bowdoin Park

**State Classifications for Sectionals 2024 (4 classes):**

Class A (815+)		Class B (450-814)	
Fairport	1292	Canandaigua	804
Rush-Henrietta	1226	Greece Arcadia	755
Penfield	1050	Greece Athena	753
Hilton	1032	Brockport	710
Webster Schroeder	960	Pittsford Mendon	675
Victor	956	Pittsford Sutherland	660
Webster Thomas	924	Eastridge	650
Brighton	905	Greece Olympia/Odyssey	622
Irondequoit	900	Honeoye Falls - Lima	489
Churchville Chili	869	Batavia	465
Spencerport	839		
Gates Chili	822		
12 Monroe County Schools		10 Monroe County Schools	

# 2024 Section V Cross Country Championships

Letchworth State Park Highbanks Recreation Area

## Order of Events "Even Year"

7:30am Course Opens

### ● Packet Pick Up

9:00am Boys Class D

9:45am Boys Class C

10:30am Girls Class D

11:05am Class D Awards Ceremony

11:15am Girls Class C

11:50am Class C Awards Ceremony

12:00pm Boys Class B

12:45pm Boys Class A

1:30pm Girls Class B

2:05pm Class B Awards Ceremony

2:15pm Girls Class A

2:50pm Class A Awards Ceremony

3:00pm Course Clean Up

## Cross Country Rules

### **SECTION 1: THE COURSE**

Article 1... The cross country race shall be a course 2500 to 5000 meters (1.5 to 3.1 miles in length) as determined by the meet director or games committee. Measurement shall be along the middle of the course. The course shall be clearly marked. This may be by a wide line marked with a material which is not injurious to the eyes or skin, or by signposts with large directional arrows wherever the course turns, or by flags about 1 foot square and mounted on stakes/poles which hold them 6 feet or more above the ground.

Flag Designations:

A red flag indicates a turn to the left.

A yellow flag indicates a turn to the right.

A blue flag indicates a course straight ahead.

Article 2... In case of a discrepancy in the course markings, directional flag markings take precedence over any other course markings.

Article 3... The race course should include the following features:

- a. Signs and flags at least 6 feet above the ground visible for 100 feet. Turns and guidelines should be marked on the ground with a material which is not injurious to the eyes or skin. The course should be at least 3 feet wide at its narrowest place.
- b. No ground obstructions which might cause tripping, turned ankles, etc. No overhead objects such as tree branches lower than 8 feet above the ground.
- c. A 2-inch wide starting line marked at the beginning of a lengthy straightway, wide enough to accommodate all teams; a width twice the number of teams multiplies by 3 feet.
- d. At the end of the course, a straightaway of at least 150 yards ending in a rope funnel with a mouth 15 feet wide. The finish line should be at the mouth of the funnel and 15 to 25 feet from the chute. This funnel should narrow to a rope chute about 30 inches wide and at least 100 feet long. The stakes supporting the ropes should be solid enough to permit taut ropes and the stakes and ropes near the finish line should be well padded. See diagrams of chutes.

### **SECTION 2: SCORING**

Article 1... Scoring shall be as shown in the following table:

Place:	First	Second	Third	Fourth	Fifth	Sixth	etc.
Points:	1	2	3	4	5	6	etc.

Article 2... All competitors who finish the race shall be ranked and tallied in accordance with the above table. The team score then shall be determined by totaling the points scored by the first five finishers of each team. The team which scores the smallest number of points is the winner.

Article 3... If fewer than five competitors of a team finish, the places of all members of that team shall be disregarded and the team scores re-ranked. By state association adoption, a modified scoring system may be used.

Article 4... Ties in team scoring shall be resolved by comparing the sixth place finishers from the tying teams. The team with the best sixth place finisher shall prevail. If one team does not have a sixth place finisher, the team with the sixth place finisher shall prevail.

Article 5... If only 5 competitors of tying teams finish, the tie shall be resolved by totaling the scores of the first four finishers.

Article 6... The score of a forfeited dual meet shall be 15-50.

### **SECTION 3: OFFICIALS**

Article 1... The games committee or the meet director shall establish the length of the course, assign the teams by lot to their starting positions and provide the necessary meet facilities.

Article 2... Referee- The referee shall make final decisions concerning questions which are not specifically placed under the jurisdiction of other officials and shall disqualify any runner for violation of the rules.

Article 3... Starter- The command shall be "on your marks". When all competitors are steady, the starting device shall be fired. For an unfair start, the starter or assistant shall recall the runners by firing the starting device. If a runner falls during the first 100 meters due to contact with another runner, the race shall be recalled by firing the starting device.

Article 4... Clerk of the course- The clerk shall place the teams in proper position on the starting line and give all needed instructions. Also, the clerk should check and enforce uniform, visible apparel and shoe regulations.

Article 5... Chute director- The chute director shall:

- a. Supervise the finish chute during the race finish
- b. Assign stand-ins or fillers to replace any runner who falls and cannot continue through the chute after crossing the finish line
- c. Assign gate controllers when more than one chute is used
- d. Assign marshals to keep the chute area free of any unauthorized individuals
- e. Be certain that umpires, callers checkers and timers are in place when the runners finish the race

Article 6... Finish Judges- The finish judges stand outside the chute and on the finish line and determine the order in which competitors enter the chute. Their decision is final and without appeal except for possible action taken by the referee or jury of appeals.

Article 7... Chute Umpires- The chute umpires supervise the competitors after they enter the chute and see that they are properly checked to prevent any irregularity in the order of finish. They see that all competitors who cross the finish line are given their proper order as the contestants go through the chute.

### **OTHER RULES OF IMPORTANCE:**

1. Modified athletes may wear spikes during races
2. Athletes should wear uniforms that clearly identify their school during races (shorts/singlet)
3. Athletes can wear watches during cross country races

4. Athletes using bad language or showing unsportsmanlike behavior can and will be disqualified from an event if it is seen/heard by an official or coach
5. Athletes must participate in a minimum of 6 meets to be eligible to compete at the Section V championship. **Hardship letters for athletes who do not have six meets due to injury need to submit a letter of hardship to the sectional chairman.**

## **Monroe County Cross Country League Coaches Handbook**

### **INTRODUCTION**

This handbook has been developed to standardize procedures at meets. Cross-Country has always had the reputation of being a sport with few conflicts or problems. Our intention is to maintain that reputation through a coordinated approach in running our meets. It is the **responsibility of the host schools to organize and run their designated meets**. Host schools are encouraged to call fellow schools they are competing against each week for any additional help they may need. (We are all in this together so we need to help each other out if possible.) The use of assistants and/or managers will help to run meets smoothly and efficiently (advanced planning will have a positive impact on running your meet). If problems arise, coaches should contact the primary host coach immediately. If the problems continue (poor organization, scoring, starting, rule enforcement, etc.), or are not handled according to this handbook, coaches should contact their chairperson for further action. During the season, each school is responsible for hosting about 2 league meets with the exception of the schools that volunteer to produce the website and record league results. Responsibilities of the host school are outlined below:

### **A. ENFORCEMENT OF RULES**

1. It is the responsibility of the host school's coach to enforce all the rules of Cross-Country as laid out in the State and Federation Rulebooks. Rules are listed in appendix 4 of the handbook. Rules that seem to cause the most problems are listed below:
  - a. Section 6, Articles 1-5 deal with disqualification.
  - b. Uncalled for roughness of any kind shall lead to disqualification of the runner(s) concerned.
  - c. Any language that is abusive or obscene shall call for disqualification of the runner(s) who use such language.
  - d. It is the responsibility of the coach to inform his/her athletes of proper etiquette and sportsmanship.

\* All infractions of rules must be observed by a coach, official or admitted to by a runner when confronted with the issue.

\*\* An athlete disqualified for unsportsmanlike conduct must have his/her school file a report concerning that incident with Section V.

### **B. STARTING TIMES AND ORDER OF RACES**

1. In general, starting times for all meets shall be 5:00 PM. However, teams will be given sufficient time (a minimum of 20 minutes) to warm up after they arrive. Coaches may agree to give more than 20 minutes if needed
2. If a team has not arrived by 5:00 PM, it is up to the discretion of the attending coaches to begin after an additional 15 minute grace period.
3. The order of races is as follows:
  - a. Varsity and JV Boys (Blocks 2 and 3)

b. Varsity and JV Girls (Blocks 5 and 6)

At mid-season, the Varsity Girls and Boys races will be reversed.

### C. UNIFORMS

1. Each member of each team is required to wear a team uniform in competition.
2. Rule for the need of identical equipment worn under the uniform is waived for league meets.

### D. COURSES

1. You will find course maps on the Monroe County Cross Country website
2. **Teams visiting courses located in a MONROE COUNTY PARK need to contact Derek Smith ([dereksmith@monroecounty.gov](mailto:dereksmith@monroecounty.gov)) with dates and times of practices.**
3. Primary and secondary host coaches are responsible for sufficiently marking the course and explaining the markings to all runners and coaches sometime before the start of the race. (See Federation Rules, appendix 4, for proper marking.) **In Monroe County Parks, non-permanent markings such as chalk and/or flour must be used on permanent surfaces, such as roads, roots, and rocks. Paint may be used on grass and dirt.**
4. All coaches should agree upon any course changes, alterations (due to weather, repairs, etc.) before the start of the race. Any alterations must be reported to the league chairs and the person recording league results.
5. Course sites:

There are alternate course sites in case of poor conditions. The county chairpersons are responsible for contacting all coaches, schools, athletic directors, and assignor of officials concerning a site change due to site problems. All coaches must receive ONE week notice of change. In case of emergency situations such as flooding, fallen trees, etc., a 24 hour notice will be sufficient. After that deadline, the meet will to be postponed. In the event that two meets must be scheduled at one site due to emergency conditions, the ORDER OF EVENTS must be agreed upon by ALL parties involved.

### E. STARTING LINE PROCEDURES

#### 1. ORDER ON THE LINE:

Runners will line up by teams with the order determined by PICK OF THE DRAW (numbers, straws, etc.) The first **five** runners of each team will take a place on the line, with the remaining runners behind them. JV's will be on the outside of the starting line: Varsity on the inside. This will be determined by the direction of the first turn in the course.

#### 2. STARTING COMMAND PROCEDURE:

The command shall be "ON YOUR MARKS". When all competitors are steady, the pistol shall be fired. For an unfair start, the starter or assistant shall recall the runners by firing the pistol. If a runner falls during the first 100 meters due to contact with another runner, the race shall be recalled by firing the pistol. (Federation –Rule 9 –3-3)



### 3. OTHER RESPONSIBILITIES:

- a. It is the responsibility of the host school to provide the **AED** at the start/finish area
- b. The host school will call a coaches/officials meeting 20 minutes before the start of the first race.
- c. Primary host coach will give adequate warning of the start of each race (first call 10 minutes, second call 5 minutes before the race). They will call runners to the line and answer any questions about the course. They will direct line-up order, explain finish procedures (cards, chutes) and check to see that the timers are ready. There must be at **least three timers**.
- d. It is the host school responsibility to provide vouchers for officials.
- e. The host school will have an Emergency Action Plan (EAP) for the course in which they are hosting.

### 4. OFFICIATING:

The host school may use certified officials in lieu of the host coaches running the meet. To get officials, contact **Rick Smith at (585)352-6505 (h) or (585)202-3499 (c)**. Email is [rickasmith53@yahoo.com](mailto:rickasmith53@yahoo.com).

## F. FINISH LINE PROCEDURES

### 1. Chutes:

Provide a sufficient area BEFORE the actual finish line. Continue the chute approximately 30 feet BEFORE distributing the finish cards. **Any change in the A/B chute system must be by unanimous agreement of the coaches involved at the meet site.** See chute diagram below:

### 2. Cards:

- a. Cards must be easily identified as to each race. **Use color codes for Varsity Boys, Varsity Girls, JV Boys, JV Girls, Modified Boys, and Modified Girls.**
- b. Have enough cards to handle the maximum number of runners in the race. Have extra cards available just in case. Coaches should turn in their cards to the host coach within 10 minutes of the races conclusion. USE RESPONSIBLE INDIVIDUALS to hand out cards, process runners through the chute, and to score the races. The host school's coach or coaches are ultimately responsible for the operation of the races and overall meet management.

### 3. Timing:

A time should be recorded for each finisher for each race. **There must be 3 watches operating for each race.**

## G. SCORE SHEETS

All coaches will use the OFFICIAL CROSS-COUNTRY SCORE SHEET format, available at the coaches' pre-season meeting. Sheets should be scored as soon as possible after each race (preferably before the finish of each succeeding race). The host coach is responsible for distributing results to all coaches as soon as possible before the schools leave.

## H. TEAM SCORING PROCEDURE (DUAL MEET SCORING FOR ALL LEAGUE MEETS)

### 1. Copy from the 1999 Rule Book (page 59):

Art 1. Scoring shall be as shown in the following table:

Place	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	5 <sup>th</sup>	6 <sup>th</sup> ...
Points	1	2	3	4	5	6 ...

Art. 2. All competitors who finish the race shall be ranked and tallied in accordance with the above table. The team score shall then be determined by totaling the points scored by the first five finishers of each team. The team which scores the fewest number of points is the winner.

Art. 3. If fewer than 5 competitors of a team finish, the places of all members of that team shall be disregarded and the team scores re-ranked. Dual meet score is 15-50.

Art. 4. Ties in team scoring shall be resolved by comparing the 6<sup>th</sup> place finishers from the tying teams. The team with the best 6<sup>th</sup> place finisher shall prevail. If one team does not have a 6<sup>th</sup> place finisher, the team with the 6<sup>th</sup> place finisher shall prevail.

Art 5. If only five competitors of tying teams finish, the team scoring shall be resolved by totaling the scores of the first four finishers.

### 3. Protests/Appeals:

Either coach may protest a meet at any point in the meet. The protesting coach must notify the opposing coach and have all officials indicate, in writing, in all score books, at the point of infraction.

The protesting coach, with written verification from his/her Athletic Director must write a complete explanation of the protest (including the rule violated). The written protest must be received by the Sports Chairperson, by delivery or certified mail, within 48 hours from the time of protest.

Copies of the verified, written explanation of the protest must be received by protest:

- Opposing school/schools Coaches
- Opposing school/schools Boys Coordinator
- Opposing school/schools Girls Coordinator
- Opposing school/schools Athletic Director

The decision and disposition of the protest will be rendered, in writing, by the Chairperson within 72 hours upon receipt of written protest. The Chairperson must get written statements from the opposing coach and all officials prior to reaching a decision.

The written decision must be received by the protesting Coach/Athletic Director, by delivery or certified mail, within the stated 72 hours from the Chairperson.

Copies of the decision must be received, by delivery or certified mail within the stated 72 hours from the Chairperson, by those listed in #3 above.

Any situation not covered in this procedure should follow the procedure for an appeal. (see below)

## APPEAL

The written appeal must be received, within 48 hours upon receipt of the Chairperson's decision, by delivery or certified mail, by the following:

- Opposing school/schools Coaches
- Opposing school/schools Athletic Director
- Opposing school/schools Executive Secretary/President

The Executive committee will act on the appeal and render a decision as soon as possible.

Copies of appeal and subsequent decision must be received within 72 hours of the decision being rendered in committee, and delivered as stated above, by the same. (listed #1)

Note:

All protests must be confined to MCPSAA Inter-Scholastic Varsity contest.

If the above time frame is not adhered to, protest will not be addressed.

Saturdays, Sundays, Holidays, snow days, and school vacation days are exempt in the above stated time restrictions.

In the absence of the Athletic Director the protest must be signed by the respective building principal.

## **I. REPORTING RESULTS**

1. Host coach is responsible for reporting meet results for the boys and girls teams to the Democrat & Chronicle as soon as possible after the meet. [sports@democratandchronicle.com](mailto:sports@democratandchronicle.com)
2. Each individual coach is required to enter their Top Ten Finishers for each league meet race to the online database located at <http://mcxcresults.com/mcxcws/> by 6:00 pm the next day. Failure to do so will result in the offending school's athletic director receiving a letter of censure. (per end of the year meeting, November, 2014)
3. ONLY the host coach will report team scores to the online database located at <http://mcxcresults.com/mcxcws/> by 6:00pm the next day.

## **J. SPORTS STANDARDS FOR INTERSCHOOL COMPETITION**

1. **Number of practices prior to 1<sup>st</sup> contest (Individual 6)**
2. Maximum team and individual number of contests is 16.
3. Minimum time between contests is 2 nights.
4. Individual limitations per day – 5,000 meters or 3.1 miles.
5. To enter and run in a sanctioned meet, a runner must have met the minimum standard of practices needed to participate in the contest. (MCPSAA minutes, September 29, 1998)
6. Practices may only count when they meet the handbook description of a practice (NYSPHSAA Handbook p. 39-40)

## **K. CROSS-COUNTRY COACHES' ETIQUETTE**

1. All coaches should provide a model of good behavior for their athletes and should exemplify good professional conduct. Any departure from good professional conduct could result in a letter from the County Chairperson to the athletic director and coach. Follow the proper League Protest Procedure.
2. It is the responsibility of the host school to "properly run" all meets assigned. These obligations include starting and scoring as well as marking the course, providing traffic safety on courses where runners cross roads, and making sure that the course is cleaned up before the teams depart. It is expected that Non-hosting schools will offer assistance.

#### L. ALL-LEAGUE SELECTION

1. A runner must compete in a minimum of 3 league meets to be considered All County (new schedule in 2018). **Coaches must notify the County Chairperson with the name of any athlete that does not have the 3 required league meets and will be competing in the Monroe County Championship Varsity Race.** Runners with less than 3 league races may be considered for All County status if medical documentation is submitted on their behalf by their coach. Documentation must be received by the Monroe County Chairperson no later than 1 week before the championship race.
2. The first 32 finishers at the Monroe County Championship Varsity Race will be named to the "First Team" All County Cross-Country Team (certificate and patch).
3. The next 32 finishers at the Monroe County Championship Varsity Race, will be named to the "2<sup>nd</sup> Team" All County (certificate only).
4. Determination of Division I, II, III, and IV team champions is based on performance at league meets versus divisional opponents. The team with the best record in the division after all league competition shall be the division champion. If there is a tie, both (or all) teams will be awarded co-division champions.

#### M. COUNTY CHAIRPERSONS

1. Limit term to 3 years (No Consecutive terms).
2. Duties of chairpersons include:
  - Help the AD's to prepare schedule and hear/decide on protests
  - represent league to AD's and Sectional XC Committee
  - organize and run Monroe County Championship Meet
  - conduct pre and post season meetings and provide minutes of meetings
  - assume other responsibilities as outlined in chairman's handbook
3. Election of Chairpersons  
At the pre-season meeting during the final year (3<sup>rd</sup> year) of the current tenure. These newly elected chairpersons will work in conjunction with the present chairpersons for one season in order to facilitate a smooth transition.

#### N. POSTSEASON COMPETITION

1. An athlete must compete in **six (6) SANCTIONED MEETS IN ORDER TO COMPETE AT SECTIONALS OR STATES.**
2. If an athlete does not have six meets, a letter of appeal must be submitted for that athlete, explaining why that athlete has not competed in six meets. If it is for sickness or injury, medical documentation is needed.
3. The coach must submit his/her entries for the Sectionals by the due date. Usually, this is the Sunday following the Monroe County Championship Meet. All signatures are required. Please follow the directions in the Section V Handbook, as failure to do so may result in your team being barred from the Sectional Championship.
4. **7 athletes** from the roster may compete in the Sectional Championship race.
5. The winning team in each class, and the first five individual finishers not on the winning team will advance to the NYSPHSAA Championships. In Class DD and D, only one team will advance and the top 5 individuals overall.

#### O. HANDBOOK VALIDITY

Each season shall be governed by those rules and policies adopted at the post-season meeting of the previous season and the pre-season meeting of the current season. In NO case shall rules or policies be added, amended or suspended at the post-season meeting and applied to the season just completed.