

## X-C Host School Responsibilities & Instructions

- ✓ **Start Asking For Volunteers:** Parents & Assistant Coaches
- ✓ Team Managers and Athletes not running can help with water station, finish line recorder, awards, setting up & breaking down
- ✓ OIA JV & Varsity Championships only: \$150 is budgeted for hospitality at each event. Karen from OIA can reimburse or have a check ready for pick up (usually buy bentos with the money) **Host Schools**
- ✓ Course Markings (Starting Line and Lanes, Arrows and Lining the Course) Should be done the day before or in the morning on the day of the meet Divisional & OIA Varsity **Host Schools**
- ✓ Course Marshalls at CORP 8 – 10 (Pick up Directional Flags & Cones Report Time > 30 Minutes before the start of the first race **Host Schools**)
- ✓ Race Director > Coaches Meeting, Team Starting Position and Order, Final Count of Participants just before the race and Final Course Instruction & Questions Minimum of 10 Minutes before start of each race so the race can start on time **Host Schools AD**
- ✓ Starter 1 & Recall Starter 1 USATF – HI Officials **Coach Earl** will take care of this for all OIA Championship Meets
- ✓ Water Station 4 – 6 Course Location TBA (Tent, 4' to 6' Table, Coolers, Ice, Trash Bags and Cups) Location of Water Source **Trainers**
- ✓ Timers 2 **Host Schools**
- ✓ Place Judge 1 **Host Schools**
- ✓ Finish Line Recorders 2 **Host Schools**
- ✓ Finish Chute 6 -10 **Host Schools**
- ✓ Computer Input & Chip Timing System 2 **Coach Earl**
- ✓ Announcer 1 **Host Schools**
- ✓ Awards & Presentation 2-3 **Host Schools**
- ✓ Set up & Break Down of Finish Chute 2-4 (Set up 2 Hours before the start of the first race) **Host Schools**
- ✓ Course Set up (Directional Flags & Cones) **Coach Earl**
- ✓ 2 Way Radios (4 Radios) **Host Schools**
- ✓ Generator & Sound System **Coach Earl**
- ✓ Finish Line Tent and Tables **Coach Earl**
- ✓ Appeals Committee: (Host Schools Athletic Directors, Any Athletic Directors on site and/or OIA X-C Coordinator) **Host Schools**
- ✓ Clean up (Trash Bags and disposal) **Host Schools**
- ✓ Rubber gloves for volunteers at finish line **Host Schools**

\*Many of the volunteers can overlap assignments