



[www.wiltsschoolsathletics.org](http://www.wiltsschoolsathletics.org)

November 20th 2019

Dear Area secretary.

Wiltshire Schools' Cross Country Championship: Saturday 18<sup>th</sup> January 2020

Reserve date: Saturday 25th January 2020

Venue: Sheldon School, Hardenhuish Lane, Chippenham) SN14 6HJ, which is "A DOG FREE CAMPUS"

**Size of Teams:**

**Reserves** are built into your squad of 15. **Any 12** (10 senior) of this squad can run plus one extra space is reserved as an emergency space. This enables you to run one extra runner at very short notice an athlete you really need to run under the heading 'emergency'. Note, **only 12** (10 senior) of your squad of 15 should have been asked to turn up: **run no more than 12 per age group** (plus, if we agree –check with the Declaration Official at the start - one emergency runner (note: we supply special race numbers for emergency runners, they must not run in a number dedicated to another athlete)

The first six (4 senior) to finish from your area will count as your A team.

There will be **medals and certificates** for the first three in each race and **certificates** for places 4, 5 and 6.

A map of the courses info will be available at [www.wiltsschoolsathletics.org](http://www.wiltsschoolsathletics.org)

**Race times and running order: PLEASE NOTE THE START TIMES**

Please can all areas make a special effort to ensure that the first races SB at 10.45 and MG at 10.46 start on time.

10.45 Senior Boys (Y12&13)	6,585m
10.46 Minor Girls (Y7)	2,340m
11.05 Senior Girls (Y12&13) & Inter Girls (Y10 &Y11)	3,825m
11.20 Minor Boys (Y7)	2,670m
11.30 Junior Girls (Y8 & Y9)	3,250m
11.40 Junior Boys (Y8 & Y9)	3,825m
11.55 Intermediate Boys (Y10 & Y11)	5,550m

Year 6 pupils CANNOT participate. only runners in Year 7 at school can run in the minor age group races.

**Teams should arrive between 09.25 & 09.35am** The course opens at 10.00am

**Please do not arrive before 09.15am**

All teams should aim to have finished walking the course by 10.30am.

The courses are on grassland and are suitable for spikes. The courses are demanding! **Areas must do all they can to ensure that their athletes are capable of running the required distances.**

**Competitor's numbers:** These are all supplied for you. **You need to ensure you have enough safety pins for 4 per athlete.** The numbers are printed onto card that is colour coded by area colours (please note all SG numbers are in pink for all areas)

Kennet: Red    NW: Purple    Salisbury: Blue.    Swindon: Orange.    WW: Yellow.

**Race administration:** When you arrive please collect go to the Results Hub to collect your area wallet containing your team results envelopes, athletes' numbers, Team Manager's and Results Manager Handbooks. Hanging under your area sign in the team area outside the tennis courts that are close to the start will be a large map of the course with all race details.

The team envelope for each team will have the names of all the runners printed on it against their race number. Team managers should check their team against this list by placing a tick against those who are running in the column provided. **The Team Manager needs to hand the Team Envelope to your area Results Manager in the Finish Compound soon after the race has started.**

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Teams must report to the DECLARATION official IN THE DECLARATION AREA, at least 10 MINS BEFORE THE START OF THE RACE. The number of runners running in an age group will need to be declared at this time. Information will be given to runners concerning selection and numbers will be checked.

### IT IS ABSOLUTLEY ESSENTIAL THAT:

- **ALL RUNNERS RUN WITH THEIR NUMBER CLEARLY DISPLAYED ON THEIR CHEST & SECURLY PINNED USING 4 SAFETY PINS**
- **THAT THE NUMBER EACH RUNNER HAS ON THEIR CHEST CORRESPONDS TO THE NUMBER THAT HAS BEEN DECLARED ON YOUR ENTRY FORM AND HAS THEIR NAME ON IT.**

*RUNNERS WHO WEAR A NUMBER DIFFERENT TO THE NUMBER AGAINST THEIR NAME ON THE ENTRY FORM MAY BE DISQUALIFIED*

### **Results**

Areas need to supply one **Results Manager, who will complete the Results Envelope for every team in their area.** This leaves the Team manager responsible for a particular team, to team manage. The Results Manager just needs to record the finish position of each runner against their name on the team results envelope and put the finish tokens inside the team envelope. Please **write DNF** against any runner who failed to finish. When you have accounted for all your runners, immediately hand your team envelope to the officials in the finish compound.

All results will be displayed on a tower stationed near the podium. Please ensure individuals and teams do not leave until results have been announced / displayed in case they are required to go to the presentation area.

**County selection & Availability: IMPORTANT INFORMATION:**

We will take teams of 10 in each age group to the SW Championships. Selection for County teams will be based on results at these Championships. Letters giving details of these events will be given to the first 13 in each race who make themselves available. The letter will also contain a Code of Conduct and a Medical / Consent form. **Just because a runner has been handed a letter DOES NOT MEAN THAT THEY HAVE BEEN SELECTED**

**\*AREAS NEED TO ENSURE THAT ANY OF THEIR ATHLETES IN THE TOP 13 OR PUT FORWARD FOR SELECTION AS A "SPECIAL CONSIDERATION" ARE MADE AWARE THAT ALL ATHLETES WHO MAKE THEMSELVES AVAILABLE FOR SELECTION FOR THE SWS CHAMPIONSHIPS MUST MAKE THEIR OWN WAY TO THE BOURNEMOUTH VENUE, AND THOSE THEN SELWCTED FOR THE NATIONAL CHAMPIONSHIPS MUST TRAVEL ON THE DESIGNATED TEAM COACH TO THE VENUE. ANY ATHLETE WHO DOES NOT TRAVEL ON THE TEAM COACH WILL NOT BE ALLOWED TO RUN.** RUNNERS MUST ONLY OPEN THEIR LETTERS IF THEIR NAME APPEARS ON THE TEAM LIST ON OUR WEBSITE: **\*www.wiltsschoolsathletics.org**

**Presentations:**

Individual medals TO THE FIRST 3 and certificate TICKETS to the first 6 will be presented to the runners on the podium IN THE PRESENTATION AREA IMMEDIATELY AFTER THE RACE.

Actual Certificates will be given out in The RESULTS HUB.

**Team managers are responsible for ensuring all runners who have gained a certificate or who have finished in the top 13 are ready report to the results room as requested so that they complete their availability forms.**

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**Selection for SW Championship: Availability:**

All runners in all age groups, who finish in the **top 13, must report to the results room**, as soon as they have had chance to recover from their race. We will ask them the information we need regarding their availability for the SW Champs **to be held in Bournemouth on Saturday 8th February 2020** and the National ESAA Champs in **Liverpool on Saturday 14<sup>th</sup> March**. Please ensure that your athletes are ready to say if they are available or not. We will input this info straight into our computer program.

**Selection: Our selection criteria** can be viewed at [www.wiltsschoolsathletics.org](http://www.wiltsschoolsathletics.org)

**Any athlete who does not declare themselves available soon after their race has finished, will not be considered for selection.**

**Special consideration** will be given to those considered to fall inside the criteria for special considerations and who have handed in the appropriate forms to Pat Griffey in the Results Room before 12.15 on the day of Championship. Forms will be available on the day from the results room. Forms can also be downloaded from our website.

**Runners who have gained a certificate will be asked to remain in the results room until their certificates have been printed & checked. They will then be taken to the podium.**

**General information:**

**Printed programmes:** Please inform all athletes and their parents that printed programmes will be on sale priced £2.00. The programmes will contain the names of every runner. We hope many will want to purchase a programme as a souvenir.

**WSAA letter to all athletes:** Please ensure that the letter attached (if not attached it will follow shortly) this is from WSAA to all athletes selected to represent their area is distributed to all schools in your area and that all schools are asked to ensure that all athletes from their school who have been selected to represent their area receive the letter attached. Thank you.

**Changing & valuables:**

Only a very limited amount of changing room is available. **Runners are advised to come changed.** Runners who need to get changed are asked to take all their belongings out with them once they have changed. INDIVIDUAL RUNNERS MUST BE RESPONSIBLE FOR THEIR OWN VALUABLES: THE ORGANISERS CANNOT ACCEPT RESPONSIBILITY.

**Car Parking:** for parents and spectators is available on the school site; COACHES AND MINIBUSES in the BUS BAY, athletes family cars; Swindon and North Wilts via Main Entrance, Salisbury, Kennet and West Wilts via Staff Entrance.

**Refreshments: WSAA WILL BE SELLING TEA /COFFEE & CAKES INSIDE The Cafe DON'T MISS OUT! HELP PLEASE: AGAIN WE ARE ASKING AREAS TO DONATE A CAKE ON THE DAY – (more than one if possible?). PLEASE LET ME KNOW HOW MANY (if any) YOUR AREA CAN COMMIT TO BRING – Thanks.**

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**Area duties on January 18<sup>th</sup>**

Each area is required to ensure they supply help to run this event. However, due to support from Sheldon School, Hardenhuish School, The Ridgeway School, Air Cadets, RAYNET plus WSAA Volunteers, more staff from areas already volunteering to help /officiate, and county officials, we do not need to ask areas to supply marshals or helpers other than to ensure you have **one team manager per team and one member of staff who will be the Results manager** for your area. This enables areas to focus on team managing

**\*Please see the attached documents (if not attached they will follow soon) that give full details of the Team Managers' responsibilities and essential information.**

It is important that you send both documents to all your area's team managers so that they have chance to read and understand what the documents contain before they arrive at the Championship.

In particular I draw attention to the requirement for team managers to write on a white sticky label (supplied by us in your team envelope)) details of any relevant medical condition of any specific athlete in their team and then stick the label on the back of that athlete's race number. That is to say that if athlete AA suffers from asthma then their team manager writes Asthma on a sticky label and sticks it on the back of AA's race number. First Aid will know where to look should a medical incident

occur

**Each area need one AREA Results Manager who will record the results of all the age groups in their area: \*Please see the attached document that details the role of the Area Results Manager. Again it is important that you send this document to the relevant person.**

Please ensure all involved are aware that the Championship takes place outside; officials will need to be suitably dressed for duties in wet winter weather on a possibly muddy Cross Country course. Having said that, the conditions underfoot will be as good as it gets and there is a tarmac area from which most of the course can be viewed. Thus we now have a cross county course which gives good access to wheelchair users.

**Selection meeting:**

A selection meeting takes place in the results room immediately after the last presentation. All areas are invited to be represented at the selection meeting. If your area is unable to be represented at the selection meeting then it is very important that you check in the results room at the end of the Championship that we have all the details the selection committee requires concerning athletes from your area: **Selection for the SWS XC Champs is reasonably straight forward assuming 1) that all athletes who finished in the top 13 do go to the results room immediately after their race so that we can record their availability details 2) A Special Consideration form for any athlete from your area who you wish to be considered for selection who wasn't able to compete in the Championship, has been handed in to Pat Griffey before 12.15.**

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**Team managers for the SW Championships & ESAA National final.**

Pat Griffey or Andy Scrase will contact you regarding Team Managers for this event.

**Thank you.** We are most grateful to Dougie and his PE Team at Sheldon School and Luke and his PE Team at Hardenhuish School plus the Head Teachers at both schools for making their schools available for our Cross Country Championship. Their help in moving the Championship to their joint site and their enthusiastic support and help on the day of the Championship. **Please ensure your teams treat all areas with respect and leave them litter free.**

We hope you have an enjoyable and successful morning.

Yours in Sport  
Phil Monk (on behalf of WSAA)

