

**Cross Country Meet – Notre Dame Academy Host**  
**Updated: Sept 17, 2020**

**Date:** Friday, September 18, 2020

**Location:** Colburn Park, Green Bay, From Hwy 41, exit east on West Mason St., turn right at Fisk St., go two blocks and turn left into the park. Continue to parking lot beyond the pool.

**Course Map:** (attached)

**Host School Contact Info:**

John Gard, NDA Head CC Coach, (920) 860-6780, notredamecc@hotmail.com  
Lauri Cullen, NDA Race Administrative Coordinator, 920-562-7850, lauri.nebel.cullen@gmail.com  
Matthew Koenig, NDA Athletic Director, (920) 429-6100, mkoenig@notredameacademy.com

**Participating High School Teams:** Ashland, Gillett, NEW Lutheran, Oshkosh Lourdes, Winneconne, and Notre Dame Academy.

**Schedule of Races:**

3:00 pm NDA girls' Intrasquad Race (for additional NDA JV runners)  
3:45 pm NDA boys' Intrasquad Race (for additional NDA JV Runners)  
4:30 pm girls' Varsity and JV Race (16 to race – 8 varsity, 8 JV\*)  
5:15 pm boys' Varsity and JV Race (16 to race – 8 varsity, 8 JV\*)

\*Ashland, Gillet, NEW Lutheran, Oshkosh Lourdes, and Winneconne permitted unlimited JV.

**Starting Box Assignments:**

Box 1 – Winneconne  
Box 2 – Oshkosh Lourdes  
Box 3 – Notre Dame Academy  
Box 4 – Gillett  
Box 5 – NEW Lutheran

**Buses:**

- Buses will be used for shelter in case of inclement weather. And can be parked in either parking lot – near the pool or by the shelter.

**Team Areas:**

- Map attached
- Team areas will be identified with flags.
- Coaches will monitor team areas to make sure masks are worn and athletes are abiding to physical distancing.

**Race Packets:**

- Chips and bibs can be picked up from PT Timing at the finish line.

**Spectators:** Limited spectators will be allowed at the event. No more than 2 spectators per runner. Spectators must keep their distance from runners and teams and may not crowd around the start or finish lines. All spectators must wear masks while at the course.

**Equipment:**

- All athletes and coaches must **bring masks and their own water bottles.**
- There are no facilities for athletes to change. Please arrive prepared to run.

**Masks:**

- Masks worn at all times unless running during warmup or racing.
- Coaches' masks shall be worn at all times when in close proximity to athletes or other coaches. This includes during races.
- All those working at the race must wear a mask at all times, may not be within 100 yards of the start and finish areas (unless assigned to work there) and maintain social distance from all present.

**Trainer:** A trainer will be available.

**Restrooms:** Portable toilets (4) are located in the parking lot. The shelter restrooms will not be open.

**Starting line:**

- Runners cannot report to the start line until 10 min before the start. They may do warm up strides and drills in the adjacent field.
- Teams will line up their top 8 runners on the line 6 feet apart. The next 8 runners will line up behind their teammates 6 feet behind them. Both will start at the gun.
- Masks will be worn until 30 sec before the race start. Runners should hold their masks so they have access to them at the finish or if they feel a need to use them during the race.
- Only athletes and coaches allowed at start area.

**Racing:**

- Runners should do their best to not run directly next to, in front of, or behind someone within reason.
- Runners should run through the chute and disperse from the finish line immediately after the race. We will have workers to facilitate this process.

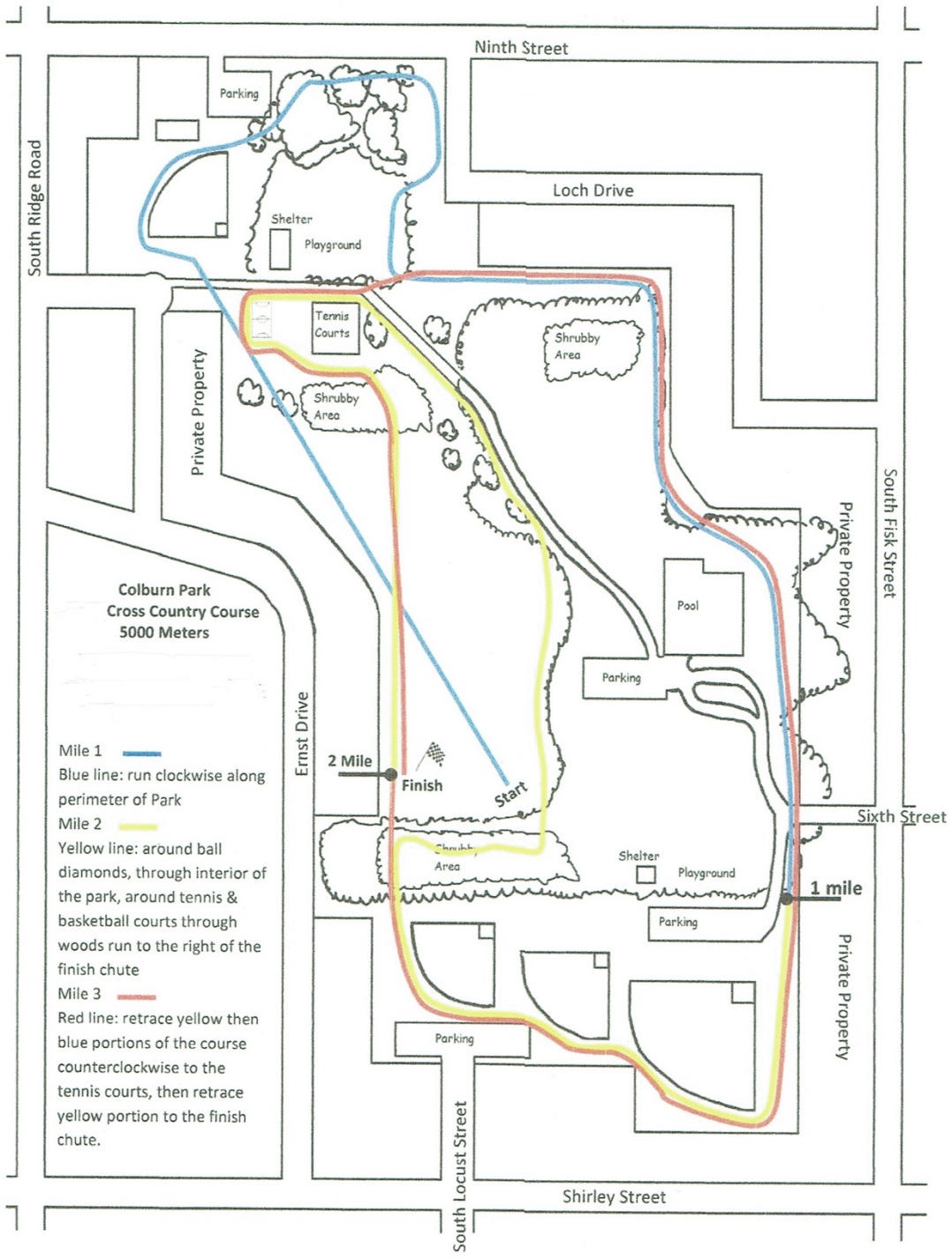
**After the Race:**

- Runners will be afforded 20 minutes to complete a cool down. That cool down should not be done on any part of the course that would impede the runners of the next race.
- After racing runners may watch the other races by spreading out throughout the course, masks on, 6 feet distanced from each other, with no gathering within 100 yards of the start or finish areas for the course.
- After the races, teams should immediately board buses and leave.

**Timing: (see attachment)**

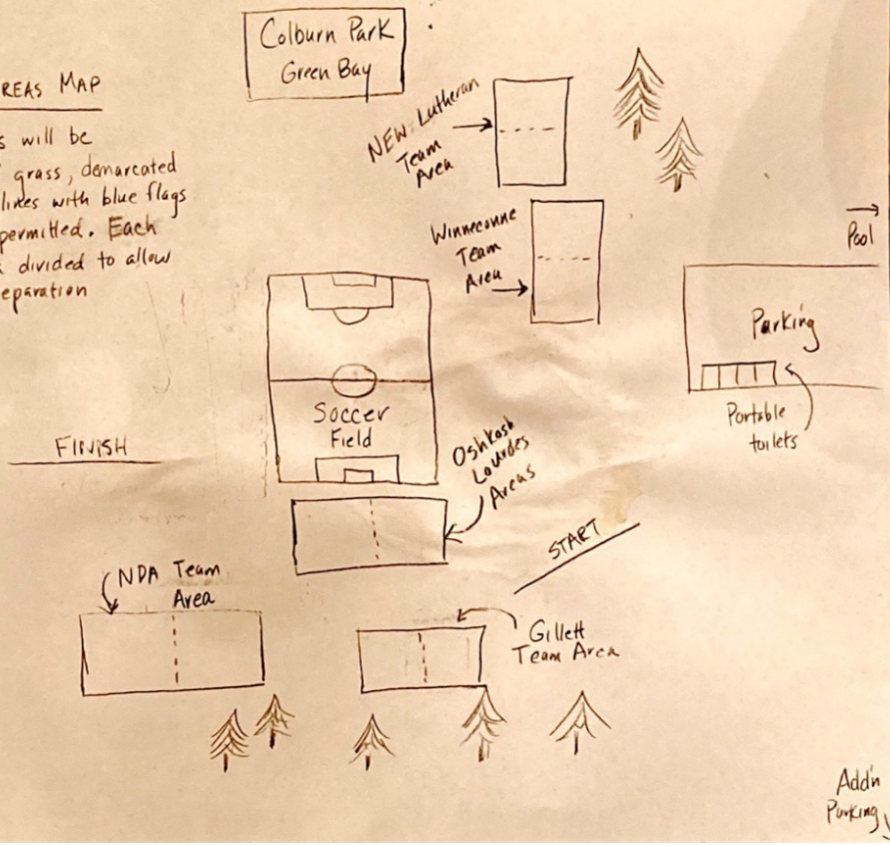
1. Timing will be done by PrimeTime Timing.

2. Results at [pttiming.com](http://pttiming.com)
3. Deadline for entries is Noon on Wednesday, Sept 16.
4. **IMPORTANT NOTE:** This year they are using Mile Split for registration. There is a "claim" process with MileSplit's platform that coaches will need to do their first time using the website. They will first need to create an account with MileSplit if they haven't already done so in the past. Then they will need to search for, and find their team to submit a "claim" request. This can take up to 24 hours for approval, but so far this fall has been usually around 1-2 hours. Coaches should check their spam folder as well as a number of coaches have said the confirmation has gone to spam. Attached is a PDF from MileSplit that details this process more fully and provides a couple of 1-minute videos to walk through the process.



# TEAM AREAS MAP

Team areas will be patches of grass, demarcated by white lines with blue flags  
No tents permitted. Each team area divided to allow gender separation





This year we will be utilizing MileSplit for our meet's registration. If you are new to MileSplit, read below for helpful information on getting you and your team set up.

The first step is claiming your team.

### **Claiming Team**

1. If you do not already have an account, create a free one at <https://wi.milesplit.com/>
2. Once your account is created go to <https://wi.milesplit.com/teams>
3. Find your team on the list, click on it, and click the claim team button.

Helpful Article/Video: <https://support.milesplit.com/en/a/how-do-i-claim-my-team>

### **Updating Your Roster**

You may need to update your roster to reflect this year's team. You can do so from your team page after being approved as a coach.

Article/Video: <https://support.milesplit.com/en/a/how-do-i-edit-my-teams-roster>

### **Entering a Meet**

Once you have claimed your team and made sure your roster is up to date, you are ready to register your team for meets! The walkthrough guide below will take you through the process step-by-step.

Article/Video: <https://support.milesplit.com/en/a/how-do-i-enter-my-team-in-a-meet>

*\*\*\*If you need any further assistance, please contact [registration@milesplit.com](mailto:registration@milesplit.com). Our registration manager will get back to you as soon as possible.*