**2016 PASSAIC COUNTY COACHES ASSOCIATION, INC.**

**COUNTY CROSS COUNTRY CHAMPIONSHIPS**

**ENTRY FORM INFORMATION:**

**DATE: Friday October 21, 2016**

**TIME: First Race At: 3:00 PM**

**SITE: Garret Mountain**

**School Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Fees: $50 per team / $15 per individual. Send NO CHECKS or PO’s! Schools will be billed.**

**Team Awards: Plaque and 7 medals to top 2 teams in Varsity Races.**

**Individual Awards: Medals to top 30 individuals in Varsity Races, top 20 in Novice.**

**Freshman Awards: Medals to top 10 in both boys and girls races.**

**RACE SCHEDULE**

**3:00 Frosh Boys & Girls (COMBINED)\* 4:00 Varsity Girls**

**3:20 NOVICE BOYS & GIRLS (COMBINED)\* 4:30 Varsity Boys**

**\*Will run together, but receive separate medals in the chute.**

***NOTE: Schedule may be altered based on weather conditions. Varsity races will always take precedence over sub varsity.***

**Indicate the races you will enter by checking the boxes below. Note: you must enter at least 1 person in the Varsity Races in order to run any NOVICE Athletes. This does not apply to Freshman.**

**Pole positions will be assigned based on last year's order of finish starting from the center of the line.**

|  |  |  |  |
| --- | --- | --- | --- |
| **RACE** | **TEAM OR** | **# OF INDIVIDUALS** | **AMOUNT DUE** |
| VARSITY BOYS |  |  |  |
| VARSITY GIRLS |  |  |  |
| Novice & Frosh | No team entries | **# OF INDIVIDUALS** | **AMOUNT DUE** |
| NOVICE BOYS | Xxxxxxxxxxxxxxxxx |  |  |
| NOVICE GIRLS\*\* | Xxxxxxxxxxxxxxxxx |  |  |
| FRESHMAN BOYS\*\* | Xxxxxxxxxxxxxxxxx |  |  |
| FRESHMAN GIRLS\*\* | Xxxxxxxxxxxxxxxxx |  |  |

 **TOTAL $\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\*\* NOVICE & FRESHMAN are Unlimited Entries:**

**Revised Roster Information: We will be using Chip Timing Again this year for the Varsity Races. You will need to go on MileSplit to enter your 7 max varsity runners (both boys and girls). And then also select all the runners that will be participating otherwise in the other races!!! Varsity runners only will be issued chips and special bibs. You may change any of the 7 on race day, but you must see Victor Wu prior to the start of the meet!**

**Questions?? Email-Shawn Poppe (email below) or call 973-600-4860 and I will forward them to Victor.**

***ENTRY FORM and ROSTER DEADLINE: Wednesday - OCTOBER 19, 2016***

 **SCAN and email this Entry Form BEFORE the DEADLINE to: Shawn Poppe –** **spcoach12@gmail.com**

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 **Signature of Principal** **Signature of Athletic Director**

**Passaic County Cross Country Championships Instructions:**

We will be using Bibs with chips for the 2 varsity races and the standard barcodes and pull tags for the freshman and JV Races.

**You will be receiving 2 envelops/packets.**

**1. Large envelope** containing your bibs with chips attached and a second small envelope containing all the pull tags and bar codes, just like you have received all season for the league meets. Inside the Large envelope you will receive your bibs and a roster showing what athlete receives which bib number. You will also receive pins. Simply assign the correct bib to the respective athlete, have them pin the bib on their center chest using ALL 4 PINS! That’s it. Center chest - not on the back or on the shorts!

**2. Small packet** contains barcodes for everyone on your team so even the varsity runners who will be wearing the bibs/chips will be in there; this is done in case you want to make changes. Just discard any barcodes you don’t use. Under no circumstances should you give a barcode to a varsity runner wearing a bib. The same holds true for non-varsity runners, they DO NOT get a bib. Varsity ONLY wears a bib, sub varsity pull tag and Barcode.

For the Novice and Freshman races hand out the tags and barcodes as usual.

**How to make a Change:** What happens if you want to make a change or changes to your varsity lineup? Simple, using the printed roster you have included in your large bib packet simply put a line through the first and last name after the runner who is to be removed. Then Print the first and last name of the replacement runner after the lined out name. The new runner assumes the removed runners number.

**EXAMPLE:** Listed on the roster is: Bob Jones Comp #1 to replace him with Bill Smith do the following: ~~Bob Jones Comp #1~~ replace with Bill Smith – Bill Smith now becomes number #1 and when results are printed Bill Smith’s name will appear. That’s it!

 (FYI-You will do basically the same at Sectionals.)

**At the conclusion of the meet**: Victor Wu or **Shawn Poppe MUST get ALL the Varsity BOYS & GIRLS Bibs BACK in your team envelop**. **No exceptions DO NOT leave the park until you have handed back all the bibs in your original envelope. The Timing Co. will reuse them and they are expensive. So do not destroy them, bend them cut them rip them or on anyway damage those bibs and chips. If you have questions ask!**

**Other IMPORTANT Reminders:** **1.** Teams must bring their own Ice and water (none on site). **2.** Have all athletes attended to by your HS trainer before you leave. The trainer on site is there to take care of injuries that may occur. NOT tape runners. **3.** Bring your AED with you.

**4.** Clean up your team area prior to leaving the event. **5.** Pick up Team Awards.

**6.** Enter Roster on MileSplit according to Entry Form **7.** Scan and email Entry Form ASAP.

**8. NOTE**: If a runner needs First Aid Squad transport to a hospital/nearest medical facility, a Coach or responsible adult MUST accompany the athlete to the hospital. Otherwise, the Coach and your entire team will need to follow the First Aid Squad in their bus. Be advised!

***THANK YOU FOR YOUR PARTICIPATION!***