

SOUTH CENTRAL DISTRICT ATHLETIC ASSOCIATION

Championship Host Responsibilities Checklist – Cross Country

Before the Event

- ___ book the appropriate course
- ___ construct a course in accordance with guidelines in SHSAA handbook
- ___ bring the following to the district meeting preceding your event
(contact name, date, time, draw, food services, deadline for entry etc)
- ___ contact the district president to ensure the medals are forthcoming
- ___ assign an individual to ensure results are recorded and emailed
immediately after the event
- ___ contact the previous years commissioner if you have any specific
questions in regards to running the event
- ___ make sure you have the jerseys to distribute to athletes advancing to
provincials

During the Event

- ___ no gate is charged for cross country
- ___ arrive early and ensure facility is set up properly
- ___ be available at all times (or arrange for someone to be available) for
troubleshooting, the commissioner is a member of the district
executive during the running of the event
- ___ ensure SHSAA rules are followed – refer to SHSAA handbook

After the Event

- ___ distribute the medals and ribbons to the winners in each category and return extra medals to the district at the next most opportune time
- ___ give regional/provincial information to the winning coaches for senior events
- ___ fax the results to SHSAA immediately to declare district champions of midget, junior, and senior events
- ___ email the complete results to the district president so the district website can be updated immediately with the results, copy the email to the Leader Post so that they will enter the results in the high school sports section.
- ___ notify the local media of the results including the Leader Post
- ___ IMMEDIATELY complete the commissioner's report form on the district website. www.shsaa.ca/sc
- ___ discuss the report at the next district meeting (or have an informed representative discuss it for you).

Contacts

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