

**2023 MAINE XC FESTIVAL OF CHAMPIONS**  
**COACHES' INSTRUCTIONS**

1. Any scratches that can be taken care of before the day of the meet will make things easier. Up until 10 PM on the night before the meet, e-mail scratches to Glendon Rand at runsub5@roadrunner.com. On the morning of the meet, send them via text message to 207-852-8891.
2. Please check the roster on the front of your packet to make sure that all of your athletes are listed. List scratches on the scratch form in your packet and turn it in ASAP (no later than 9:30 AM so that we can print clerk sheets).
3. Each runner should have a bib with their name and school, 2 competition hip numbers, and two timing tags whose numbers match the hip numbers. The bib with their name should be worn on the front of the singlet, while the competition hip numbers should be pinned on the shorts, one on each side. Make sure that hip numbers are centered on the seam of the shorts and that they are secured with 4 pins. These are the numbers that the FinishLynx camera is taking a picture of. Runners are timed to the hundredth of a second and evaluated on the torso. Please make sure that the numbers are not obscured by the athlete's shirt. Tuck in shirt if necessary. The timing tags should be secured to the athlete's shoes with the twist ties provided and it should lay flat on the shoe.
4. The timing tags should be returned to the tent at the finish line in the plastic bag provided with the copy of your roster. Coaches are responsible for making sure that the tags are returned – PLEASE MAKE THIS A PRIORITY AND DO IT PROMPTLY BEFORE THE AWARDS CEREMONY STARTS. If you have athletes leaving the meet early make sure that they know they need to give you both tags before they leave. Schools will be assessed a fee of \$10 per tag not returned.
5. IT IS VERY IMPORTANT THAT ATHLETES RUN IN THE HEAT FOR WHICH THEY WERE SEEDED. KNOW WHICH HEAT YOU ARE IN!
6. Runners who cannot complete a 5K in under 40 minutes should not have been entered into the meet. The course will be closed at the 2 mile mark at 25:00 and runners who have not reached that point will be asked to abandon the race.
7. There will be a coaches and captains meeting near the starting line at 9:45 AM. The national anthems will be played starting at 10:15 AM.
8. For all sections, teams must check-in with the clerk **with all team members in that race present**. Teams can start checking in right after the previous race starts and should be checked in no later than 15 minutes prior to the start of their race. Teams will be assigned alphabetically to one of four check-in tables – go to the correct table. After check-in, teams can go to their assigned starting boxes. THERE IS NO CHECKING IN ON THE STARTING LINE!
9. Please remind your athletes of the uniform rule and that they are not allowed to take any part of their uniform off in the competition area (this includes the finish

area). The clerks will not be checking for matching uniforms or to make sure that the numbers and chips match – they don't have time. That is the responsibility of coaches and athletes.

10. It is very important for you to emphasize with your runners that they should run through the finish line, and not slow down or stop on the line. We are using FinishLynx as the official timing/order of finish device. If someone stops on the line the image may be unreadable. Tell your athletes to run as if the finish line were 10 feet beyond the actual finish line. **Please tell the head timer if one of your runners starts but does not finish. We cannot start a race until all of the runners from the previous race are accounted for. Each team needs to have some responsible party (coach, manager, parent) near the finish area at all times in case meet management has a question about one of your athletes.**
11. We will use a finish corral instead of a chute system. Runners should move quickly through the corral. They should not stay in the corral to congratulate competitors or teammates. Coaches, managers, parents, and spectators are not allowed in the corral area – this will result in disqualification of the runner. If there is a medical issue please bring it to the attention of meet management prior to the meet.
12. The meet will be scored by combining the unseeded heat, the freshman heat, and the seeded heat. The fastest 5 runners score, 6 and 7 displace. You do not need to declare who your top 7 are. You do not need 5 runners in the fast heat to get a team score, just 5 runners from the 3 heats combined.
13. There has been an issue with runners falling and getting trampled as they leave the football field and start up a slight incline. That area has been improved but we ask coaches to educate their runners and ask them to be careful. It seems as though there is a ripple effect as the runners going up the incline slow slightly and the runners behind them run up their backs. We hope that awareness (and the leveling of the area) will help improve this problem.
14. The school is available for bathrooms and concessions. The awards ceremony will be outside on the start field if the weather is good and in the gym if it is raining.
15. We will be selling pre-made meet t-shirts and sweatshirts. Cash, checks, and Venmo are accepted. There will also be a food concession.
16. Meet posters will be on sale for \$1. There will be free vinyl stickers with the meet logo in your team packets for every athlete and coach.
17. Athletic trainers will be on site. There will be water at the finish line.
18. Pets are not allowed anywhere on the school campus.
19. We will not provide photocopied results. We will post them on the meet website right after the awards ceremony.