

Team Managers' Guide

The information provided for team managers below is intended to ensure the smooth running of the Oxfordshire Cross Country League (OXL). The OXL management team thanks you for your co-operation and understanding.

Contact Details

- 1) In early September an initial contact by the OXL Entries Coordinator will be sent to all member and trial period clubs' nominated Team Managers using the previous season's team manager contact unless informed otherwise.
- 2) If the club's team manager has changed, please ensure the initial contact correspondence is forwarded to the new team manager.
- 3) Please notify the OXL of any change of team manager as soon as possible.
- 4) The following information is required for all team managers:

Name

Email Address

Mobile Number

Alternative Contact Number

League Affiliation/Membership Fees

- 1) Please ensure your club's OXL Affiliation/Membership is paid by the entry deadline set by the OXL Treasurer.

***Note:** The OXL Treasurer will have sent the affiliation/membership form and payment request to your club's treasurer or secretary.*

Athlete EA Affiliation Status

- 1) The League is run under the rules of competition of the national governing body, England Athletics (EA).
- 2) All clubs and athletes must be affiliated to EA.
- 3) All athletes of 11 years of age and over must be registered with England and have paid their EA affiliation fees in order to compete.
An athlete's affiliation status can be confirmed by the Club Secretary/Membership Secretary using the **EA Secretaries Portal**:
<https://myathletics.englandathletics.org/portal/secretaries/Login/>
- 4) An athlete's affiliation status can be checked can be verified using the **UKA Licence Check** tool:
<https://livemyathletics.uka.org.uk/LicenceCheck/>
by entering the athlete's **first name, last name and date of birth**. The returned data, if a match is successful must show that the athlete is **registered**. Please also check the EA number. If a match fails to be found, then the names and/or date of birth do not match the athlete's EA registration.
- 5) Any athlete affiliation status issues can normally be resolved fairly swiftly by asking the Club Secretary/Membership Secretary to contact England Athletics. Currently the contact to deal with such matters is **Lee Ray**. His contact details are available under the Contacting Membership Services section of the **EA Club Affiliation** webpage:
<http://www.englandathletics.org/athletics-clubs/club-affiliation>

Competing Athletes

- 1) Ug athletes, aged 7 or 8 on the age date, must be at least 8 years of age on the day of the event to comply with the League's minimum age rule.
- 2) No athlete may compete for more than one club in any season.
- 3) Only fully paid up members of the clubs entered in the League will be eligible to compete.
- 4) Athletes must run in their correct age category (*for U17s exception see Rule 7*).
- 5) All competitors except the Ugs and U11s must wear club vests (*over a t-shirt, if necessary*). No vest – no score.
- 6) Any number of athletes from member clubs may compete.
- 7) Race numbers now incorporate a medical information form on the reverse side to assist medical services in attending to an athlete.
- 8) Any athlete who has a pre-existing medical condition is requested complete the form on the back of the race number prior to the start of his/her.
- 9) An athlete must not run wearing another athlete's race number under any circumstances. Doing so will result in disqualification.
- 10) An athlete appearing at the start line without a race number will not be permitted to start.
- 11) An athlete finishing without a number (*either worn or held visibly*) will be omitted from the results.
- 12) A 'guest' athlete will wear a special number to identifying them as such.
- 13) Any athlete seen wearing ear-plugs/headphones during a race will be disqualified.

Athlete Second-Claim Status

- 1) Athlete EA first-claim club status must be respected.
- 2) As the OXL is a closed competition, an athlete may represent his/her second-claim club provided he/she is registered as such with his/her second-claim club and his/her first-claim club is not also competing in the OXL.
- 3) Any second-claim athlete must be registered before Round 1 in order to be registered to run for his/her second-claim club in the League.
- 4) An unregistered second-claim athlete may run but will be treated as a 'Guest' runner provided s/he meets the EA affiliation/registration requirements.

Unattached Athletes

- 1) Unattached runners are not permitted to run.

'Guest' Athletes

- 1) Guests may be permitted at the discretion of the League Manager provided they are a member of an EA affiliated club and are registered as paid-up EA affiliated athlete.
- 2) A 'Guest' athlete is **non-scoring** and does not appear in the team results.
- 3) An athlete representing his/her club that is completing its initial trial year period will appear as a guest in the individual results.
- 4) An athlete wishes to run for a member club of the League, but who is not yet registered with that club may run as a 'Guest', assuming he/she is not already a registered member of another member club of the OXL and is already registered as paid-up EA affiliated athlete.

Note: *In the event of the transfer of an athlete between member clubs of the League a*

team manager should consult his/her Club Secretary to ensure the transfer process has been completed in time to allow the athlete to run.

Change of Club

- 1) In the event of a change of club it is the responsibility of the athlete to ensure the proper transfer procedure has been completed as clearly set out on the following page of the **EA website**:

<http://www.englandathletics.org/athletes/athlete-registration/eligibility-and-club-transfer---flow-chart>

If in doubt the team manager should consult his/her Club Secretary to ensure the transfer process has been completed in time to allow the athlete to run.

Athlete Entries

- 1) Included with the initial contact correspondence from the OXL Entries Co-ordinator is an athlete entry spreadsheet that lists the athletes who ran for the club at least once during the previous season.
- 2) An updated athlete list is required to be returned to the OXL Entries Co-ordinator no later than mid-October.
- 3) The deadline for the return of the athlete list will be specified in the initial contact correspondence.
- 4) **No on-the-day entries are permitted** owing to the EA affiliation ruling change as at 1st April 2016 concerning competing athletes and detailed in the documentation provided ahead of the 2016 AGM.
- 5) **All entries for each fixture are to be received by the Sunday evening (i.e. 6 days) prior to the next fixture.** This allows the athlete registration details to be checked for compliance.

How to Update Athlete Entry List

- 1) Please do not tamper with the format of the spreadsheet. Simply update the athlete information as necessary.
- 2) Remove any athlete from the list who has left the club or who will no longer be taking part.
- 3) Add any new athlete to the list who is believed will be taking part (*- not the entire club's membership, however!*).
Note: *The aim is to find a good balance between registering before Round 1 the majority of the runners who will take part, but not a long list of athletes who will not be taking part.*
- 4) In addition to the race numbers allocated before Round 1, 'spare' numbers can be issued on the day, if more new runners turn up for Round 1.
- 5) Additional spare race numbers can also be issued at later Rounds as required.
- 6) It would be helpful if OXL Entries Co-ordinator could be advised of any new athlete intending to run along with his/her registration data (*- see below*) at least 24 hours before the day of the fixture.
- 7) The details required to be included/updated for each athlete are as follows:

Forename

Surname

Date of Birth

EA Licence

Age Category

Gender

2nd-Claim

1st-Claim Club (- if 2nd-Claim)

- 8) Please ensure that all the information for each athlete is checked and updated as required. An athlete's entry must match his/her EA registration. Please refer to the **Athlete EA Affiliation Status** section above for details on how to do this.
- 9) The age qualification date for all categories is **1st September**, immediately before the commencement of the new season.
- 10) The athletes from last year are listed in order of race/surname/forename.
- 11) Indicate with a 'YES' under the 2nd-Claim column any athlete who will be competing as second claim for club. In addition, add the name of the athlete's first claim club under column J.
Important Note: Refer to the Athlete Second-Claim Status section.
- 12) Please indicate with a 'YES' on the spreadsheet (under column K) if an U17 athlete is to be entered in a senior race under the exception Rule 7.

Age Categories

The following table displays a clarification of the age categories for the League.

Race No.	Age Category	Age at Age Date
1	U9 Male/Female	8 years
2 & 3	U11 Male/Female	9 - 10 years
4 & 5	U13 Male/Female	11 - 12 years
6 & 7	U15 Male/Female	13 - 14 years
6 & 7	U17 Male/Female	15 - 16 years
8	U20 Male	17 - 19 years
8	Senior Male	20 - 39 years
8	V1 Male	40 - 49 years
8	V2 Male	50 - 59 years
8	V3 Male	60+ years
9	U20 Female	17 - 19 years
9	Senior Female	20 - 34 years
9	V1 Female	35 - 44 years
9	V2 Female	45 - 54 years
9	V3 Female	55+ years

U9 Note: Athletes must 8 years of age on the day of the race in order to run.

Team Sheets & Race Numbers

- 1) The finalised team sheet will be sent to the team manager a few days before Round 1 so that it can be examined in advance of the first fixture of the season.
- 2) The team packs contain a copy of the finalised team sheets and the corresponding race numbers and are to be collected by the team manager from OXL Results Co-ordinator early on the day of the first fixture.

Note: Please allow sufficient time to collect the team packs and to distribute race

numbers to team members on the day of the first fixture.

- 3) If the team manager will not be present, he/she must nominate the name of a proxy and inform OXL Entries Co-ordinator 24 hours before the day of the event.
- 4) Team packs cannot be collected by any other than the team manager or he/her nominated proxy.
- 5) Only a limited supply of race numbers (3 sets) will be available.
- 6) Please advise your club's athletes that they retain and keep their race number for use at all fixtures.

Race Day Schedule

The following race day schedule applies to each of the 5 rounds, the only exception being the combined League and County Championships event, where the U15s and U17s may be required to be run separately in future. Should this become a requirement a separate schedule will be issued for the combined event.

Race No.	Age Group	Max. Dist.	Start Time
1	U9 Boys & Girls	1200m	09.55
2	U11 Girls	1500m	10.00
3	U11 Boys	1500m	10.10
4	U13 Girls	2500m	10.20
5	U13 Boys	2500m	10.30
6	U15/U17 Girls	3500m	10.45
7	U15/U17 Boys	4800m	11.00
8	U20/Senior/Veteran Men	8500m	11.20
9	U20/Senior/Veteran Women	6500m	12.00

Notes: The order of the men's and women's races have been permanently reversed following approval at the 2016 AGM.

The race distances for the combined OXL/Oxfordshire XC Championships will be longer in order to assist the team selection process for the Inter-Counties XC Championships later in the season. The distances will be published on the website in advance of the combined fixture as usual.

Results

- 1) The winner of each race will score 1 point, the 2nd finisher 2 points, etc.
- 2) The winning team will be the one scoring the lowest number of points.
- 3) Team points will be calculated by totalling the points scored by each team in groups of seven for Race 8 (*men*) and groups of three for the other team races (*Races 4-7 and 9*).
- 4) Any incomplete A team will have the team score made up by adding to that total the appropriate number of last finisher + 1 scores to make the full team.
- 5) The same method of scoring will apply to all other teams (*i.e. B, C, etc. teams*) except that all such teams will require more than half the necessary number of finishers (*i.e. a minimum of 4 runners in Race 8 or 2 runners in Races 4-7 and 9*) to qualify as a team and count in the results.

Disputes

- 1) Competitors with a grievance must approach the Race Referee or League Manager, not the marshals in the finish funnel or the number recorders.
- 2) This approach must be made through their team manager.
- 3) Competitors or parents expressing a grievance in the absence of their team manager will be asked to return with said person.

Neutrality

- 1) If an official is asked to arbitrate on a member of his or her own club, the official must find an alternative adjudicator, acceptable to both the league and the complainant.

Event Cancellation

- 1) The ultimate responsibility for cancellation of any race remains the responsibility of the event Race Director.
- 2) He or she can expect full support from the League.
- 3) When an event is threatened by bad weather (*as has happened 2 times in the past 7 years*), the League Management will aim to provide information to clubs and participants through a 'news' item on the website from 3 days before the event, and will aim to publish a final decision to go ahead or cancel by the Friday evening.

Car Park Charges

- 1) A fixed parking fee of **£4.00 per vehicle** has been set for all fixtures for the 2017-18 season as agreed at the 2017 AGM.

Lift Sharing

- 1) Clubs should endeavour to encourage lift sharing among its athletes, officials, parents and supporters to each of the fixtures. This helps to reduce congestion at the events particularly where parking facilities are limited.