

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

***Note:** As part of the **new, secure online entry system** to be implemented ahead of the 2018-19 season these contact details will be able to be managed in the club profile section.*

League Affiliation/Membership Fees

- 1) Please liaise with your club officials to 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 usually at the beginning of September.*

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 EA and have paid their EA affiliation fees in order to compete.

An athlete's club membership status can be confirmed by the Club 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 **EA 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 (URN). If a match fails to be found, then either the names and/or date of birth do not match the athlete's EA registration.

- 5) To re-check an athlete's affiliation status the process is as follows:
 - a. Re-run an EA Licence Check using the athlete **URN only**. That will confirm whether or not the names the athlete is registered with EA matches the

- athlete details that are being checked.
- b. If there are minor differences in the names, re-run the licence check using the names that match those of the URN-verified EA athlete registration and the date of birth to see if the EA Licence Check passes.
 - c. If the EA Licence Check continues to fail, then the date of birth does not match the EA registration. The date of birth information will need to be checked with the Club Membership Secretary and may need to be corrected in the EA registration database to allow the athlete to compete.
- 6) 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:
<https://www.englandathletics.org/athletics-clubs/club-affiliation>

Competing Athletes

- 1) U9 athletes, aged 7 on the age date (*1st September*), must be 8 years of age on the day of the fixture to comply with the League's minimum age rule – please refer to the League Rules:
<https://oxonxc.org.uk/index.php?view=rules>
- 2) No athlete may compete for more than one club in any given 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 9*).
- 5) All competitors except the U9s and U11s are required to 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 to complete the form on the back of the race number prior to the start of his/her race.
- 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 to run with the prior permission of the League Manager provided they are a member of an EA affiliated club and are registered as paid-up EA affiliated athlete, but will not be eligible for prizes.
- 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 wishing 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. Please refer to the Change of Club section below for more information.*

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**:
<https://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.
- 2) Competitors switching between clubs within the League during the season will keep individual and team scores prior to the club switch but will be treated as guest runners thereafter, i.e. they will not score further in either the individual or team competitions.

Athlete Entries

- 1) The **club login credentials** for the new, secure online entry system will be provided **one month in advance** of the first fixture of the season. Included will be the athletes who ran for the club at least once during the previous season as a starting point for athlete entry registration.
- 2) All athlete entries are to be processed through the online entry system.
- 3) No athlete entries will be accepted via email or post on account of the enforcement of the General Data Protection Regulation (*GDPR*).
- 4) An Entry System User Guide is built into the online entry system.
- 5) The deadlines for the return of the athlete entries will be specified in the initial contact correspondence ahead of the forthcoming season and incorporated within the online entry system.
- 6)

- 7) On-the-day entries for athletes aged **8, 9 or 10 years only** are permitted using the club's 'spare' race numbers provided for that purpose.
- 8) It is helpful if the OXL Entries Co-ordinator could be advised of any new athlete **aged 8, 9 or 10 years** intending to run along with his/her registration data (- see section below) at least 24 hours before the day of the fixture.
- 9) **On-the-day entries are NOT permitted** for athletes aged **11 years and over** 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.

Updating/Submitting Athlete Entries

- 1) 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.*
- 2) Remove any athlete from the list who has left the club or who will no longer be taking part.
- 3) The details required to be included/updated for each athlete are as follows:
 - Forename**
 - Surname**
 - Date of Birth**
 - EA Licence (URN)**
 - Age Category**
 - Gender**
 - 2nd-Claim**
 - 1st-Claim Club** (- if 2nd-Claim)
 - Parental Consent** (- if under 18 years of age)
 - Photography Consent**
- 4) Please ensure that all the information for each athlete is checked and updated as required.
- 5) An athlete's entry must match his/her EA registration in order to be cleared to compete. Please refer to the **Athlete EA Affiliation Status** section above for details on how to do this.
- 6) The **age qualification date** to determine the athlete's age category for the season is the **1st September** immediately prior to the commencement of the current season.
- 7) Indicate with a 'YES' under the 2nd-Claim column any athlete who will be competing as second claim for club. In addition, the name of the athlete's first claim club must be entered into the field provided.
Important Note: *Refer to the Athlete Second-Claim Status section.*
- 8) Please indicate with a 'YES' in the Out-of-Category field if an U17 athlete is to be entered in a senior race under the exception **Rule 9**.
- 9) **All athlete entries for each fixture are to be submitted by the entry deadlines set prior to the each fixture.** This allows all athlete registration details to be checked for compliance and athletes to be cleared to compete.

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

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

Team Sheets & Race Numbers

- 1) The list of cleared athletes will be updated in the online entry system and an email will be sent to team managers 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 provided on the day of the fixture will contain a copy of the finalised team sheets and the corresponding race numbers. These are to be collected by the team manager (*or nominated proxy*) from the 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 his/her nominated proxy.
- 5) Only a limited supply of race numbers (3 sets – one complete set is issued at each of the first three fixtures) are available.
- 6) Please advise your club's athletes that they retain and keep their race number for use at all fixtures.

Spare Race Numbers

- 1) Spare race numbers are issued to clubs for the purpose of using on the day of a fixture for new runners **aged 8, 9 or 10 years only** who turn up unexpectedly.
- 2) Additional spare race numbers will be issued at subsequent Rounds as required.
- 3) If a Team Manager runs out of spare race numbers on the day of a fixture he/she should contact the OXL Results Co-ordinator who will be located near to the Finish identifiable by his/her OXL Officials vest.
- 4) If an athlete forgets or loses their race number he/she should contact his/her Team

Manager for a replacement. If that occurrence is at Round 4 or 5 then the Team Manager should contact the OXL Results Co-ordinator to arrange for a replacement number.

Marshal Volunteers

Each member club is required to provide marshal volunteers to cover marshal positions at fixtures as allocated in the Marshal Volunteers Allocation schedule published on the website under the News section. This is a requirement to ensure that all fixtures can go ahead.

- 1) All non-hosting clubs agree as on completion of the annual affiliation/membership form to provide marshals to cover 3 marshal positions over the course of the season (*1 marshal position to be covered at each of 3 separate allocated fixtures*) – please refer to the schedule.
- 2) The marshal position is required **to be covered for the duration of the fixture** – i.e. *the position is to be covered for all races.*
- 3) More than one club volunteer may be provided to cover the marshal position where a volunteer wishes to run in one of the races.
- 4) The following details are required for each of the volunteer(s):
 - Name**
 - Email Address and/or**
 - Mobile Number**
- 5) All volunteer details must be submitted to the League Manager by the end of the Monday (**at the latest**) preceding the allocated fixture.

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

In the event the fixture schedule needs to be altered, at least 48 hours' notice will be provided.

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 are calculated by totalling the points scored by each team in groups of seven for Race 8 (*men*) and groups of three for all 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 and/or League Manager, not the marshals in the finish funnel or the number recorders.
- 2) This approach must be made through their club Team Manager.
- 3) Competitors or parents expressing a grievance in the absence of their club Team Manager will be asked to return with the 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 a fixture is threatened by bad weather (*as has happened 2 times in the past 7 years*), the League Management will aim to provide up-to-date information to clubs and participants via a 'news' item posted on the website, social media and RSS feed posts in the lead-up to the fixture, and will aim to publish a final decision to go ahead or cancel by the Friday evening at the latest.

Car Park Charges

- 1) A fixed parking fee of **£4.00 per vehicle** has been set for all fixtures for the 2018-19 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.