

# Team Managers' Guide

(Last reviewed and updated 22<sup>nd</sup> October 2021)

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 Secretary 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 ensure any contact details associated with generic contact email addresses (e.g. *secretary@...*) that have changed are updated in the MailChimp mailing list database so that correspondence sent is correctly addressed.
- 4) Please notify the OXL of any change of team manager as soon as possible.
- 5) The following information is required for all team managers:

**Name**

**Email Address**

**Club**

**Mobile Number**

**Alternative Contact Number**

## 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 affiliation/membership form and membership fees payment request will have been sent to your club's treasurer or secretary usually in early 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://myathleticsportal.englandathletics.org/Account/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/>  
Please refer to the **Athlete Registration Guide** for full details on athlete registration, club transfer and second claim status processing under the **Resources** section of the OXL website:  
<https://oxonxc.org.uk/index.php?view=resources>
- 1) 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 **Karen Sanders**. Karen may be contacted via the **EA Contact Us** webform below and by selecting the **Club affiliation** option from the **Nature of enquiry** dropdown menu:

<https://www.englandathletics.org/about-us/about-us/contact-us/>

- 5) If Karen Sanders is unavailable, another colleague should be able to help.
- 6) Otherwise, if there are any problems getting a response, please contact the OXL Entries & Results Secretary.

## Competing Athletes

- 1) U9 athletes, aged 7 on the age date (**31<sup>st</sup> August**), 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.
- 5) All competitors except the U9s and U11s are required to wear club vests/club t-shirts (*– over a t-shirt, if necessary*). No club vest/club t-shirt – 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) Any runner seen wearing a race number for another event in an OXL race will automatically be disqualified from the race.
- 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 takes precedence.
- 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 that season.
- 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.

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.*

- 4) Upon approval of the Entries Secretary, an athlete who fails to be entered in time for a fixture may be permitted to run without a race number and, as such, will not appear in the results.

## 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/athletics-and-running/athlete-registration/change-of-first-claim-club/>

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) All athlete entries are to be submitted using the .csv template provided, preferably via email.
- 2) The deadlines for the submission of athlete entries will be specified in the initial contact correspondence ahead of the forthcoming season along with reminders ahead of each fixture.
- 3) 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.
- 4) It would be helpful if the OXL Entries Secretary 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.
- 5) **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) Use the two .csv documents as indicated in the initial request for athlete entries notice sent to Team Managers ahead of the current season to submit the club’s athlete entries.
- 3) Remove any athlete from the list who has left the club or who will no longer be taking part.
- 4) The details required to be included/updated for each athlete are as follows:

**Forename**

**Surname**

**Date of Birth**

**Gender**

**Age Category**

**EA Licence (URN)**

**2<sup>nd</sup>-Claim**

**1<sup>st</sup>-Claim Club** (*- if 2<sup>nd</sup>-Claim*)

**Parental Consent** (*- if under 18 years of age*)

**Photography Consent**

- 5) Please ensure that all the information for each athlete is checked and updated as required.
- 6) 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.
- 7) The **age qualification date** to determine the athlete’s age category for the season is the **31<sup>st</sup> August** immediately prior to the commencement of the current season.
- 8) Indicate with a ‘YES’ under the 2<sup>nd</sup>-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.*

- 9) **All athlete entries for each fixture are to be submitted by the entry deadlines set prior to 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 ( <i>on day of race</i> )
2 & 3	U11 Male/Female	9 – 10 years
4 & 5	U13 Male/Female	11 – 12 years
6	U15 Male/Female	13 – 14 years
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 – 69 years
8	V4 Male	70+ 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 – 64 years
9	V4 Female	65+ years

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

### Team Sheets & Race Numbers

- 1) A full list of cleared athletes will be updated and distributed to team managers a few days ahead of each fixture so that it may be examined in advance of each fixture of the season.
- 2) The team packs provided on the day of the fixture will contain a copy of the finalised team sheets (*– as well as a corresponding full set of race numbers at Rounds 1 and 3*). These are to be collected by the team manager (*or nominated proxy*) from the OXL Results Secretary early on the day of each 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 Secretary 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 (**2 sets – one complete set will be issued each at the Round 1 and Round 3 fixtures**) are available.
- 6) Please advise your club's athletes that they retain and keep their race number for use at each fixture.
- 7) For the combined Round 3
- 8) Please ensure all athletes read and comply with the OXL Rules relating to [Race Numbers](#).

### Spare Race Numbers

- 1) Spare race numbers are issued to clubs for the sole purpose of using on the day of a fixture for new runners **aged 8, 9 or 10 years only** who turn up on the day.
- 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 Secretary who should be located near to the Finish identifiable by his/her OXL Officials vest.
- 4) If an athlete loses or forgets his/her race number a replacement will be chargeable at a cost of £5.00. The Team Manager should contact the OXL Results Secretary with the replacement fee to obtain 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 that will be published on the website under the News section ahead of the new season. 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) A 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 a 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**
  - Mobile Number**
- 5) All volunteer details must be submitted to the League Manager by the end of the Tuesday (**at the latest**) preceding the allocated fixture.

## Race Day Schedule

The following race day schedule will apply to each of the 5 fixtures.

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	3000m	10:20
5	U13 Boys	3000m	10:30
6	U15 Boys & Girls	4500m	10:45
7	U17 Boys & Girls	6000m	11:00
8	U20/Senior/Veteran Men	7-9000m	11:20
9	U20/Senior/Veteran Women	7-9000m	12:00

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

**Notes:** *The race distances for the combined OXL Round 3/Oxfordshire XC Championships may 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) Any approach must be made through the 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 fixture or 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 8 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 fixtures for the 2021-22 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.