Team Managers' Guide
(*Last reviewed and updated 30th January 2023*)

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) By mid-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) The club membership fees for the season are stated both on the OXL Affiliation/Membership form and under the **Rules** section of the League's website.
2) 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 by mid-September.*
3) Club membership fees are to be paid directly to the OXL Treasurer as detailed on the OXL affiliation/membership form.
4) The club membership fees must be paid by the deadline specified on the OXL affiliation/membership form.

Athlete Entry Fees

1) The athlete entry fees for the season are stated both on the OXL Affiliation/ Membership form and under the **Rules** section of the League's website.
2) All athlete entries are to be registered and all athlete entry fees paid via the **new OXL Online Entries System**.
   Note: *You and your Club's Treasurer or Secretary will be notified as soon as online entry registration is open. The URL of where to submit the club's athlete entries will also be provided in that notification.*
3) Please liaise with your club officials to ensure your athlete entry fees are paid via the **OXL Online Entries System** by the entry deadline for each Round as set out in the schedule.

4) **Important Note:** To avoid paying unnecessary multiple card payment handling fees please ensure the athlete entry fees are en bloc for each Round.

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) Any athlete who fails to be entered by the entry deadline for a fixture will not be permitted to run at that fixture and will not appear in the results.
2) Only fully paid-up members of the clubs entered in the League will be eligible to compete.
3) All athletes must be a member of an EA affiliated club.
4) All athletes of age 11 years and above must be registered as paid-up EA affiliated athletes.
5) Athlete club affiliations, EA registrations and eligibility to compete will be checked.
6) An athlete's first claim club status takes precedence.
7) No athlete may compete for his/her second claim club, while his/her first claim club is a member of the League.
8) Bona-fide second claim club members may compete, but must be registered with the League by the entry deadline for Round 1 of the current season – *please refer to the **Athlete Second-Claim Status** section below for full details*.
9) In the event of a change of club it is the responsibility of the athlete to ensure the proper transfer procedure is followed to complete the club transfer as clearly set out on the EA website – *please refer to the **Change of Club** section below for more details*.

10) No competitor may compete for more than one club during the course of a season.
11) Unattached runners are not permitted to run.
12) The age qualification date to determine the athlete's age category for the season is the **31st August** immediately prior to the commencement of the current season.
13) U9 athletes, aged 7 on the age date (**31st 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
14) 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 – please refer to the **Spare Race Numbers** section below for full details.
15) No entries will be accepted on the day for athletes aged 11 years or above.
16) Athletes must run in their correct age category.
17) All competitors aged 11 years of age and upwards on the day of the race must wear club vests or club t–shirts. **No club vest or club t–shirt – no score**. *Note: Athletes aged 8, 9 or 10 years of age on the day of the race are not required to wear club vests or club t–shirts.*
18) All competitors must wear an OXL race number for the current season – *please refer to the **Race Numbers** section below*.
19) Any number of athletes from member clubs may compete.
20) Any competitors switching between clubs within the League during the season will keep individual and team scores prior to the club transfer but will be treated as a 'Guest' athlete thereafter – *i.e. the athlete will not score further in either the individual or team competitions*.
21) Any runners wearing earplugs/headphones 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) A second-claim club member 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) A second-claim club member **not registered before Round 1** may run at subsequent fixtures of the season, but must be entered as a registered 'Guest' athlete by the relevant entry deadline.
5) Please refer to the **'Guest' Athletes** section below for how to enter an athlete as a 'Guest'.

Unattached Athletes
1) Unattached runners are not permitted to run.

'Guest' Athletes
1) 'Guest' athletes 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 will 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.

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 via the **new OXL Online Entries System**.

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)   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.

4)   **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.

5)   Second-claim club athletes may be entered **prior to Round 1 only** as stated under the League's rules and the Athlete Second-Claim Status section below.

6)   *All athlete entries for each fixture are to be submitted by the entry deadlines set prior to each fixture.*

Online Entry Process

1)   A club's Team Manager will need to visit to the following webpage:
https://data.opentrack.run/en-gb/x/

2)   Member club Officials and Team Managers **will be notified as soon as the OXL Online Entry System has been made live** so that their entries can be submitted.

3)   If not already signed up, s/he should sign-up with OpenTrack by clicking on the **SIGNUP** link in the top right corner of the OpenTrack webpage and complete the signup process.

4)   Member club Officials and Team Managers will be notified as soon as the OXL Online Entry System has been made live so that their entries can be submitted.

5)   Once signed up and the OXL Online Entry System has been made live, the Team Manager should return to the above webpage and click on the **LOGIN** link in the top right corner of the OpenTrack page.

6)   Search for the 2022-23 Oxfordshire Cross Country League Round 1 event listing.

Note: *For each of the subsequent Rounds' entry submissions s/he should search for the same name using the respective Round number.*

7) Click on the returned event.
8) On the subsequent page a **Declarations** button will be available to commence the athlete entry process.
9) An OpenTrack Help Guide will be provided to assist in:
   a. Selecting and entering the club's athletes
   b. Submitting the payment(s) of the athlete entry fees
   c. Printing the club's Teamsheet for the fixture
10) When finished remember to select **LOGOUT** from the username dropdown menu in the top right-hand corner of the webpage.
    Important Reminder:
    Wherever possible try to submit athlete entries en bloc to avoid unnecessary card payment handling fees.

Age Categories

The age category of a given athlete for the season is determined by the age of the athlete as on the **age qualification date – the 31st August** immediately preceding the start of the current cross country season. 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 (*on day of race*)
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 be 8 years of age on the day of the race in order to run.*

Teamsheets

1) A full list of entered athletes will be available to print and/or download form within the Online Entries system.
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 Round 1*). This is

to be collected by the Team Manager (*or nominated proxy*) from the blue box that will be located near the finish area 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 must not be collected by any other than the Team Manager or his/her nominated proxy.

Race Numbers

1) All race numbers will automatically be assigned from pre-allocated club blocks of race numbers that will be supplied in the Team Manager's club race pack.
2) Just **one complete set of race numbers will be** will be issued from Round 1 onwards.
3) All race numbers incorporate a medical information form on the reverse side to assist medical services in attending to an athlete.
4) 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.
5) All athletes must retain their season's race number for use at each fixture.
6) Round 3 of the Oxfordshire XC League will be run in conjunction with the 2023 Oxfordshire County XC Championships (– *entry details will be made available on the* [Oxon AA website](#) *in due course*). All runners who enter the 2023 Oxfordshire County XC Championships will need to wear their assigned race number and **Tyvek wristband *(– to be issued before the start of each race)*** as directed according to the instructions that will be published on the Oxon AA website in advance. Any Championship entrant crossing the finish line without their Tyvek wristband will be disqualified.
7) An athlete must not run wearing another athlete's race number under any circumstances. Doing so will result in disqualification.
8) Any athlete seen wearing a race number for the wrong season or for another event in an OXL race will automatically be disqualified from the race.
9) Any athlete finishing without a number (– *either worn or held visibly*) will be excluded from the results.
10) 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.
11) Registered 'Guest' athletes will be issued with standard race numbers for which the same rules as above will apply.
12) Please ensure all athletes read an comply with the OXL Rules relating to [Race Numbers](#).

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 & Standings

1) The winner of each race will score 1 point, the 2nd finisher 2 points, and so on.

2) The winning team will be the one scoring the lowest number of accumulated points over all Rounds.

3) Team points are calculated by totalling the points scored by each team in groups of seven for men (*Race 8*) and groups of three for the other team races (*Races 4–7 and Race 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 Race 9) to qualify as a team and count in the results.

6) Individual and team standings are determined as detailed on the **Overall Standings Calculation** page under the **Resources** section of the League's website.

7) Any team failing to register a score at any of the fixtures will automatically be dropped from the team standings.

Prizes

1) Overall individual prizes are awarded based based on the best four out of five results achieved by each competitor – *i.e. to qualify, competitors must complete at least four of the five rounds*.

2) Overall team prizes are awarded based on the results achieved at all five rounds.

3) In the event of a fixture cancellation the overall individual prizes will be awarded based upon the best three out of four results achieved by each competitor.

4) In the event of a fixture cancellation the overall team prizes will be awarded based on the results achieved at all four rounds.

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) The event Race Director 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 Parking

1) As part of the Future League Funding Proposal voted for at the 2022 AGM **no car parking fees will be levied**.

2) Please ensure all club representatives adhere to the directions of the car parking marshals when parking their vehicle.

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.