



September 1, 2018

Dear Cross Country Coach,

This letter, travel maps, course maps, forms and other information are available on our website:

**All references to “our website” refer to this link.**

<http://www.swotfo.com/Troy/pages/dist.html>

**Immediately:** If your school is not going to participate in this year’s meet, you must contact the O.H.S.A.A. office in Columbus and inform them immediately.

**Date and Location:** This year’s Boys and Girls District Cross Country Meet will be held on Saturday, October 20, 2018 at the Elvin R. King Cross Country Course on the campus of Cedarville University.

**National Testing Dates:** ACT will be October 27, '18. SAT will be October 6 and November 3, '18

**Team Camps:** There is an area between the team parking area and the start line designated for camps. Only this area should be used.

**State Eligibility:** It is not necessary to send an eligibility list. It should be on file at your school.

**Uniform Verification:** OHSAA requires the signed form. **Bring it with you.** To get one, a link is on **our website.**

**Bus Riders not on the Pass List:** Each coach **MUST** bring a single check or exact cash to cover the cost of admission for anyone not listed on the pass list. This will be collected before you leave the bus. You are responsible for collecting the \$6 charge from each additional person coming on your bus. **Please bring exact cash or a single check made out to Cedarville University.** This will be on the honor system. Thank you for your cooperation.

**Team Pass List:** Please fill out the team pass list and **bring it the day of the meet.** This list will be your admittance to the meet. You are permitted 15 athletes, coaches, stats, bus drivers, etc for each girls team and each boys team. So if you are entering a girls and a boys team, you are given free admission for 30 people to represent your school. You can download the pass list form from **our website.**

**IMPORTANT!!****Athletes arriving in cars:**

If your school will be bringing your team in cars (ie. not in a school bus or school van), your **Team Pass List must be submitted to Neal at his email address by Saturday, October 13, 2018**. He will confirm receipt with a reply email. Drivers should enter the facility at the spectator entrance. The driver should use the right-most lane for admissions. **Anyone in a car not listed on the form will be charged for admission**. There are no provisions for equipment to be dropped off close to the team camps area. There is no special parking area for this accommodation.

**Don't Bring Balls, Drones or Pets to the District Meet. These are not permitted by OHSAA regulations and by Cedarville University policy!! BE SURE THAT PARENTS GET THIS INFORMATION.** These items will not be permitted anywhere within the complex.

The **course** will be **available** to your team on Thursday, Oct 18 and Friday, Oct 19 from 2:00pm until 7:00pm.

**Friendship CC Invitational** for college/HS/JH athletes hosted by Cedarville University will be Saturday, September 15 if you would like your team to get on the course. A link to information for this meet is on **our website**.

**On-line Entry Process:** Once again the District will be using Baum's Page for collection of data and posting of results. The entry window and instructions from Gary Bumgartner are included at the end.

**Team Packets** will be available in the Media Room which is beside the finish line.

**Roster Change Form:** Changes to your roster must be made at least 30 minutes before the start-time of the desired race. The Roster Change Form may be found on **our website**. They will NOT be included in your team packets. **Bring it with you** and take it to FinishTiming's vehicle beside the finish line.

**Race Start:** Non participants must be behind the posts for the start of each race.

**FinishTiming** will be timing the races and chips will be used. Results will be available online at [finishtiming.com](http://finishtiming.com) after the race results have been declared official.

**Timing Chips** will be in your packets. Your school will be charged for chips not returned.

**Lightning:** In the event of lightning, athletes will be instructed to return to their busses and spectators to their vehicles.

**Concessions** will be available.

**Port-a-Pots:** The facility will have port-a-pots available but no matter how many we have it's never enough. We are suggesting that teams stop before arriving at the meet in order to use facilities elsewhere.

**Buses and Team Vans** will have special parking south of the spectators' parking. See the map on [our website](#).

**Maps** of the area and of the course can be found on [our website](#).

**Admission:** There will be a \$6.00 per person general admission charge for the District meet. Please advise all parents and interested spectators of this admission cost. This will be collected as the spectators park.

**Awards:** Since each race is for two districts, each race will have two champions and two runners-up.

<b>Race Times</b>		<b>Qualify to Troy</b>
10:00 A.M.	Division I Girls	Qualify: 8 teams; 32 individuals
10:45 A.M.	Division I Boys	Qualify: 9 teams; 36 individuals
11:30 A.M.	Division II Girls	Qualify; 7 teams; 28 individuals
12:15 P.M.	Division II Boys	Qualify: 7 teams; 28 individuals
1:00 P.M.	Division III Girls	Qualify: 8 teams; 32 individuals
1:45 P.M.	Division III Boys	Qualify; 9 teams; 36 individuals

If you have any questions not answered here or on [our website](#), please contact us.  
Sincerely,

Neal Charske, Meet Manager  
4192 Braewick Circle  
Kettering OH 45440-1405  
email: av8or303@aol.com  
home phone: 937-293-7868  
cell phone: 937-609-7340

Charlie Gase, Asst Meet Manager  
895 Johnston Dr.  
Sidney, OH 45365  
email: charliegase@gmail.com  
home phone: 937-492-7213  
website: [www.swotfo.com/Troy/pages/dist.html](http://www.swotfo.com/Troy/pages/dist.html)

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## **2018 OHSAA District Cross Country Tournament Online Entry Instructions**

Entries must be submitted online at [www.baumspage.com](http://www.baumspage.com)!  
The Entry Window will open at **1:00 AM, Sunday, September 16.**  
The Entry Window **will close precisely at 9:00 PM, Wednesday, October 17.**

### **District Tournament Entry Procedure:**

- 1. Use the Online Entry Form at [www.baumspage.com](http://www.baumspage.com) to submit entries before the deadline listed above!**

- a) Late entries will not be accepted without OHSAA permission and a possible \$50 Late Entry Penalty!
  - b) Please note: **All user accounts from 2017-2018 were retained, but the associations with the schools and teams were deleted. High school athletes from last season were advanced one grade level and retained. Please review your roster and delete any athlete that did not return.** Use links below **Coaches** for team and athlete entry.
  - c) **If you already have an account for 2018** go to [www.baumspage.com](http://www.baumspage.com) and use **Online Entries** or **Login** to access your account.
  - d) **If you do not have an account**, use **Online Entries | Apply here** to create your account.
    - i) To **Apply** | Complete the requested information | **Check the "I'm not a robot." box | Submit Application**
2. Use **Coaches | Select Teams** to claim your **School** and **Team**
    - a) Click **Select School Type** | select **High School** | click **Get Schools/Clubs**
    - b) Click **Select School** | highlight your school | click **Get Available Teams**
    - c) **Select Sport | Make me the Coach**
    - d) Repeat for other gender if coaching both.
  3. Use **Coaches | Cross Country | Modify Athletes** to enter your alphabetic roster.
    - a) Use Upper and Lower Case! **Check carefully! All names import exactly as listed!**
    - b) You may enter athletes one at a time by filling in name and grade, then **Add Athlete**.
    - c) Or you **can import your complete roster by pasting them** from an Excel file. Use one row per athlete: First Name, Last Name, and Grade. Highlight and paste into textbox, then click **Import Athletes**.
  4. Use **Coaches | Cross Country | Submit Rosters** to enter them in the tournament.
    - a) Select your team and click **Get Available Events**.
    - b) Select **the correct district** and **correct division** then click **Get Roster**.
    - c) Click on **None** and select up to 7 athletes that you intend to enter.
      - i) Click **Submit Roster** to save the entries.
      - ii) Click **Get Printable Roster** to print a copy for your records.
        - a) Only the athletes listed on the **Confirmation Form** are entered in the tournament!
    - d) If there are errors or an athlete is missing, use **Modify Athletes** to make the correction and **Submit Rosters** to submit entries again.
  5. **Create your account and submit a tentative roster early! Don't wait until the deadline!**
    - a) Login anytime before the entry deadline to make changes online.
    - b) **Changes may be made at tournament check-in** as long as the athlete is eligible!
  6. **If there are any problems with the Online Form**, click the **Contact Us** link and submit a **Help Request!**
    - a) Please allow up to 8 hours for a response! \*Most responses will be in less than 4 hours.
    - b) Call Gary Baumgartner at 513-594-6154 or Terry Young at 740-517-0195 if you need immediate help!

**Entry Window closes precisely at 9:00 PM  
on Wednesday, October 17<sup>th</sup>!**