

2025 WIAA CROSS COUNTRY SECTIONAL TOURNAMENT HOST MANAGERS PROCEDURES

Please refer to the [WIAA Cross Country Tournament Procedures](#) in the Fall Sports Regulations and the [Sectional Tournament Information](#) sheet on the WIAA website for more information.

SECTIONAL BOX ASSIGNMENT

(If a team withdraws or you have less teams entered than the number of boxes you may move teams closer to the middle of the course).

DIVISION 1

1. 4th School Alpha
2. 8th School Alpha
3. 5th School Alpha
4. 3rd School Alpha
5. 9th School Alpha
6. 1st School Alpha
7. 12th School Alpha
8. 7th School Alpha
9. 10th School Alpha
10. 13th School Alpha
11. 2nd School Alpha
12. 6th School Alpha
13. 11th School Alpha

DIVISIONS 2 & 3

1. 5th School Alpha
2. 22nd School Alpha
3. 13th School Alpha
4. 19th School Alpha
5. 25th School Alpha
6. 10th School Alpha
7. 15th School Alpha
8. 6th School Alpha
9. 17th School Alpha
10. 8th School Alpha
11. 2nd School Alpha
12. 23rd School Alpha
13. 1st School Alpha
14. 21st School Alpha
15. 9th School Alpha
16. 16th School Alpha
17. 7th School Alpha
18. 24th School Alpha
19. 4th School Alpha
20. 11th School Alpha
21. 3rd School Alpha
22. 14th School Alpha
23. 18th School Alpha
24. 12th School Alpha
25. 20th School Alpha

A. **Meet Conduct**

You, as tournament manager, are the WIAA's official directly in charge of the meet. The behavior of contestants, coaches, students, officials, and fans comes under your responsibility and jurisdiction. We are confident of your ability to conduct this tournament for the WIAA. You should immediately notify the WIAA of any special problems which occur before, during, or after your meet.

B. **Host School Allowance/Officials Fees**

1. The host school will receive \$585, plus consideration will be given for reimbursement of other approved reasonable expenses. Timing company expense of \$1000.
2. The tournament manager will receive \$115.

3. The WIAA will pay two officials (referee and starter) \$100 game fee, plus 55¢ per mile. Your assigned officials have been asked to contact you to inform you who the driver will be and round-trip mileage (**officials may need to travel separately - we are aware of this and would approve reimbursement**).
4. A [reimbursement form](#) **is required** for conducting the cross country sectional (which must be completed no later than two weeks after the completion of the competition to receive any allowance). Remember the Cross Country Sectional Reimbursement Statement is for the WIAA's knowledge and your school will not be reimbursed for any net losses nor be expected to submit payment to the WIAA for any net gains.

C. **Entries**

PTTiming will be managing the sectional and state meet using Athletic.net. Coaches will have until Tuesday, October 21 at 11:59 p.m. to enter participants/teams on-line. Any school that misses the entry deadline will still be allowed to enter but their reimbursement will be withheld if their team or individual(s) qualify for the State Meet. The WIAA will also send a letter of reprimand to the school's administration. Each host school may handle late entries as they wish. For further information on entries, please see this [timer instruction sheet](#).

D. **Medical/Emergency Plan**

1. Contract athletic training staff. Consult with staff to determine staffing needs based on estimated size of your meet.
2. You need to have a Pre-Event Emergency Planning Meeting. At that meeting you should do the following:
 - a. Review procedures for contacting EMS.
 - b. Review district policy for emergency procedures (lightning, tornado, etc.).
 - c. Secure communication network and necessary contact numbers; cell phones, radios, radar.
 - d. Identify location of nearest AED.
 - e. Update prior to meet based on extreme weather concerns; heat or cold.

E. **Changes**

1. A school may make changes to its tournament roster up until race time.
2. A school may change its squad makeup from Sectional to State competition.

F. **Results for the WIAA**

Results need to be sent to two different locations following the meet.

Results should be uploaded to [Athletic.net](#) **immediately** following the completion of the meet on Friday or Saturday. For further instruction, please see the [Timer Information sheet](#).

Full results (including team scores) must also be provided to the WIAA via email. Results would be similar to those given to schools at the completion of the meet. The WIAA will be posting those results on the web. Email full results to: tclark@wiaawi.org

G. **Officials**

Immediately provide your WIAA tournament officials the same information you are sending the involved schools (site of meet, map of course, time of coaches meeting, designated parking area, what time course opens for warm-ups, etc.). Officials assigned to your sectional are posted on the WIAA website. Officials will be paid directly from the WIAA.