**2018 PASSAIC COUNTY COACHES ASSOCIATION, INC.**

**COUNTY CROSS COUNTRY CHAMPIONSHIPS**

**DATE: Friday October 19, 2018 COACH: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**TIME: First Race At: 4:00 PM CELL NUMBER: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**SITE: Garret Mountain**

**School Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Fees: $125 per varsity team (1 to 7athletes) / $20 per individual. Send NO CHECKS or PO’s! Schools will be billed.**

**Team Awards: Plaque and 7 medals to top 2 teams in Varsity Races.**

**Individual Awards: Medals to top 30 individuals in Varsity Races, top 20 in Novice.**

**Freshman Awards: Medals to top 10 in both boys and girls races.**

**RACE SCHEDULE**

**4:00 Frosh Boys & Girls (COMBINED)\* 4:35 VARSITY GIRLS**

**4:20 VARSITY BOYS 5:00 Junior Varsity (JV) Boys**

**\*Will run together, but receive separate medals in the chute. 5:15 Junior Varsity (JV) Girls**

***NOTE: Schedule may be altered based on weather conditions. Varsity races will always take precedence over sub varsity.***

**Indicate the races you will enter by checking the boxes below. Note: You must enter at least 1 person in the Varsity Races in order to run any Junior Varsity Athletes. This does not apply to Freshman.**

**Pole positions will be assigned based on last year's order of finish starting from the center of the line.**

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| --- | --- | --- | --- |
| **RACE** | **TEAM** | **# OF INDIVIDUALS** | **AMOUNT DUE** |
| VARSITY BOYS |  |  |  |
| VARSITY GIRLS |  |  |  |
| **Junior Varsity(JV) & Frosh** | No team entries | **# OF INDIVIDUALS** | **AMOUNT DUE** |
| JV BOYS\*\* | Xxxxxxxxxxxxxxxxx |  |  |
| JV GIRLS\*\* | Xxxxxxxxxxxxxxxxx |  |  |
| FRESHMAN BOYS\*\* | Xxxxxxxxxxxxxxxxx |  |  |
| FRESHMAN GIRLS\*\* | Xxxxxxxxxxxxxxxxx |  |  |

**TOTAL $\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\*\* JUNIOR VARSITY & FRESHMAN are Unlimited Entries:**

**Revised Roster Information: We will be using Chip Timing Again this year for the Varsity Races. You will need to go on MileSplit to enter your 7 max varsity runners (both boys and girls). And then also select all the runners that will be participating otherwise in the other races!!! Varsity runners only will be issued chips and special bibs. You may change any of the 7 on race day, but you must see Victor Wu prior to the start of the meet!**

**Questions?? Email-Shawn Poppe (email below) or call 973-600-4860 and I will forward them to Victor.**

***NOTE: YOU MUST INCLUDE A CERTIFICATE OF INSURANCE (COI) FOR THIS EVENT WITH YOUR ENTRY! THE CERTIFICATE HOLDER IS: PASSAIC COUNTY PARKS COMMISSION***

***EVENT ENTRY & MILESPLIT DEADLINE ENTRY IS EARLY: TUESDAY - OCTOBER 9, 2018***

**SCAN & email Entry Form & COI BEFORE the DEADLINE to: Shawn Poppe –** [**spcoach12@gmail.com**](mailto:spcoach12@gmail.com)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Signature of Athletic Director**

**Passaic County Cross Country Championships Instructions:**

We will be using Bibs with chips for the 2 varsity races and the standard barcodes and pull tags for the freshman and JV Races.

**You will be receiving 2 envelops/packets on Race Day.**

**1. Large envelope** containing your bibs with chips attached and a second small envelope containing all the pull tags and bar codes, just like you have received all season for the league meets. Inside the Large envelope you will receive your bibs and a roster showing what athlete receives which bib number. You will also receive pins. Simply assign the correct bib to the respective athlete, have them pin the bib on their center chest using ALL 4 PINS! That’s it. Center chest - not on the back or on the shorts!

**2. Small packet** contains barcodes for everyone on your team so even the varsity runners who will be wearing the bibs/chips will be in there; this is done in case you want to make changes. Just discard any barcodes you don’t use. Under no circumstances should you give a barcode to a varsity runner wearing a bib. The same holds true for non-varsity runners, they DO NOT get a bib. Varsity ONLY wears a bib, sub varsity pull tag and Barcode.

For the Junior Varsity and Freshman races - hand out the tags and barcodes as usual.

**How to make a Change:** What happens if you want to make a change or changes to your varsity lineup? Simple, using the printed roster you have included in your large bib packet simply put a line through the first and last name after the runner who is to be removed. Then Print the first and last name of the replacement runner after the lined out name. The new runner assumes the removed runners number. **Please take the roster sheet with the change to the timing van BEFORE the race. We will NOT process any changes after the race starts!**

**EXAMPLE:** Listed on the roster is: Bob Jones Comp #1 to replace him with Bill Smith do the following: ~~Bob Jones Comp #1~~ replace with Bill Smith – Bill Smith now becomes number #1 and when results are printed Bill Smith’s name will appear. (FYI-You will do basically the same at Sectionals.)

**At the conclusion of the meet**: Victor Wu or **Shawn Poppe MUST get ALL the Varsity BOYS & GIRLS Bibs BACK in your team envelop**. **No exceptions DO NOT leave the park until you have handed back all the bibs in your original envelope. The Timing Co. will reuse them and they are expensive. So do not destroy them, bend them cut them rip them or on anyway damage those bibs and chips. If you have questions ask!**

**Other IMPORTANT Reminders:** **1.** Teams must bring their own Ice and water (none on site). **2.** Have all athletes attended to by your HS trainer before you leave. The trainer(s) on site is there to take care of injuries that may occur. NOT tape runners. **3.** **Bring your AED with you.**

**4.** Clean up your team area prior to leaving the event. **5.** Pick up Team Awards.

**6. NOTE**: If a runner needs First Aid Squad transport to a hospital/nearest medical facility, a Coach or responsible adult **MUST** accompany the athlete to the hospital. Otherwise, the Coach and your entire team will need to follow the First Aid Squad in their bus. Be advised!

***THANK YOU FOR YOUR PARTICIPATION!***

***ADDITIONAL REMINDERS***

**NOTE: YOU MUST INCLUDE A CERTIFICATE OF INSURANCE**

**(COI) FOR THIS EVENT WITH YOUR ENTRY!**

**THE CERTIFICATE HOLDER IS: PASSAIC COUNTY PARKS COMMISSION**

***EVEN IF YOU HAVE ONE ON FILE AT THE PARKS DEPARTMENT!***

**I MUST HAVE A NEW ONE FOR THIS EVENT, AS DIRECTED BY THE PARKS DEPARTMENT!**

**NO CERTIFICATE OF INSURANCE FOR**

**THIS EVENT = NO PARTICIPATION!!**

**PLEASE SCAN AND EMAIL COI AS SOON AS POSSIBLE!**

**EMAIL TO: Shawn Poppe -- spcoach12@gmail.com**

**IT WOULD BE GREATLY APPRECIATED IF YOU CAN DO THIS BEFORE THE DEADLINE!**

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**ENTRY & \*MILESPLIT DEADLINE IS EARLY:**

**FRIDAY - OCTOBER 9, 2018**

**nj.milesplit.com**

***\*MILESPLIT LATE FEE IS $150.00 – SAME AS THE NJSIAA***

***AN ADDITIONAL PACKET OF INFORMATION WILL BE GIVEN TO YOUR ATHLETIC DIRECTOR OR REP ON SEPTEMBER 14TH AT THE PCCA FALL MEETING FOR ATHLETIC DIRECTORS***

***AT THE BROWNSTONE IN PATERSON.***

***LOOKING FORWARD TO YOUR PARTICIPATION!***