



SPL CROSS COUNTRY HOST GUIDE

1. PRIOR TO MEET DAY (MAY-AUGUST)

- ☑ Email and meet with host site owners (Park District, Private Club, etc.) by May to secure site
- ☑ Confirm with host site owners whether or not racing spikes and tents are allowed
- ☑ Have a general idea for a course map
- ☑ Email families to secure enough volunteers
- ☑ Organize Concessions
- ☑ Have as many coaches as possible run the courses to detect any hazards. If there are any holes, ask the landowners if they would patch them; otherwise, ask for permission to fill them yourself.
- ☑ Create Course Maps (see SPL website for examples)
- ☑ Create Host Course Map, where Course Marshals are assigned to locations on the course (turns, confusing areas, etc.)
- ☑ Order port-o-potties for race day
- ☑ Send Certificates of Insurance to landowner
- ☑ Hire athletic trainer (SPL will cover the cost)
- ☑ If hosting weeks 2-5: (a) assist previous week's hosts in breakdown, including the chute, (b) take possession of the chute components and other equipment (flags, painter, meet bag, etc.), (c) then collect equipment for your meet.

2. THE WEEK OF

- ☑ Email Meet Letter to SPL Coaches, Athletic Directors, and Coordinators the Monday before your meet
- ☑ Paint starting line (Attempt to cover 4' to 5' per team box, if possible)
- ☑ Measure 1.0, 1.5, and 2.0 mile courses by measuring wheel. Use of measuring wheel is required when introducing a new course
- ☑ Paint 1.0, 1.5, and 2.0 courses (optional)
- ☑ Update Maps, if needed
- ☑ Create Meet Letter: include information about parking restrictions, updated course maps, and other vital information. [Example Letter:](#)

3. THE DAY OF

- Arrive to meet site around 6:00am
- [Set-up finish line chute](#)
- Touch-up lines, if applicable
- Mark any hazards with cones
- Stake flags into the ground
- Rope-off certain areas from spectators (finish line, for example)
- Bring safety vests or neon shirts to distribute to your course marshals
- Distribute one (1) garbage bag to each team, to clean up their tent areas
- Bring two (2) tables and four (4) chairs for scoring area

4. AFTER THE MEET

- Clean up any garbage from the tent sites
- Take down all flags and store them
- Take down the finish line chute with the assist of the following week's hosts
- Review how your meet went: did common concerns arise? Was there something you forgot?

5. OTHER NOTES

- Meet hosts are *not* responsible for providing water to teams; each team should provide their own water
- Courses are followed by flags, not paint. If you need more flags, email the executive board
- You can always use the SPL email list to ask questions – there are many years of experience to use!