



CROSS COUNTRY HOST GUIDE

BY: TEDDY SULLIVAN OF COACH TEDDY RUNNING

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 or community 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 here for example](#))
- 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 for safety

2. THE WEEK OF

- Email Meet Letter to 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, 2.0, 3.0, or 3.1 mile courses by measuring wheel. Use of measuring wheel is required when introducing a new course
- Paint 1.0, 1.5, 2.0, 3.0, or 3.1 mile 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.
- You can always coaches in Facebook groups or email me at coachteddy.run@gmail.com for questions- there are many years of experience to use!