



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 coachtddy.run@gmail.com for questions– there are many years of experience to use!