



**10th Annual
Laurentian Voyageur X-C Running Challenge**

**Tuesday, September 25th, 2018
Laurentian University
Sudbury, ON**

Technical Package for Elementary School Coaches



10th Annual Laurentian Voyageur X-C Running Challenge

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Event Date: Tuesday, September 25th, 2018

Event Location: Laurentian University Track and Field Stadium and Trails

Meet Director/All Inquiries: Darren Jermyn – djermyn@hsnsudbury.ca
Cell: (705) 507-8246
Work Phone: (705) 523-7100 x. 3169

Eligible Athletes: This competition is open to all elementary schools. All athletes must represent and be registered by their school. All athletes must be accompanied by a school official.

Coaches Checklist: please ensure you are aware of the following items:

- Registration Deadline Sunday, Sept 23rd @ 9am. Online entry system closes at this point.
Entry link: <https://tinyurl.com/ybcw4t6d>
- Entry cost is \$6 per individual up to a team maximum of \$500.
- Single Letter of Verification: Deadline Monday, Sept 24th @ 1pm
 - Outlining: collection of parental consent forms, knowledge of pre-existing health issues of participating student, adherence to new bus protocol and notification sent to parents regarding no personal vehicle parking on campus policy.
 - NOTE: Sample letter found on Page 3 – feel free to cut and paste onto your school letterhead. Letter must be signed by school official (teacher or principal) and emailed to Meet Director or faxed to 705-523-7170 by 1pm. If you miss this deadline, bring a hard copy to the Registration Desk on the day of the event.
- Meet Schedule: see page 7
- Age Divisions: The following 6 races will be contested this year:
 1. Grades 3 & 4 Girls (2000m)
 2. Grades 3 & 4 Boys (2000m)
 3. Grades 5 & 6 Girls (2000m)
 4. Grades 5 & 6 Boys (2000m)
 5. Grades 7 & 8 Girls (3000m)
 6. Grades 7 & 8 Boys (3000m)
- Banners for the Overall Junior Elementary Co-Ed Team Award and Overall Senior Elementary Co-Ed Team Award will be presented at the winning schools at a date to be determined following the event. Individual awards (Top 5 t-shirts) will be given out at the finish line. Individual and team winners will be announced via the PA following each race. Results will be available at www.tracknorth.com following the event.

Single Letter Verification

To ensure the safety of all participants, we require a single letter, on school letterhead, from each participating school acknowledging that:

- a. You have collected all the necessary parental permission forms for your students to attend and are aware of any pre-existing medical conditions or participating students (Note – we do not require a copy of these forms – we simply need to know that you have collected them)
- b. You agree to follow the Bus Protocol for our event
- c. You agree to notify parents via written or electronic communication that there will be **no** Personal Vehicle Parking on campus during the event. There will be a free shuttle provided from Bell Park

Schools failing to provide this document will not be allowed to compete.

Please fax or email this letter to Jessica Thomson (jthomson@hsnsudbury.ca or 705-523-7170) by 1pm on Monday, September 24th, 2018.

Sample Letter (feel free to cut and paste onto your school letterhead)

School Letterhead

Dear 2018 LU XC Challenge Event Organizers:

All required official parental informed consent forms (including knowledge of any pre-existing medical conditions that may adversely affect students participating in an event involving running and physical exertion) have been signed and received from parents of the students participating in the 2016 Laurentian University X-C Running Challenge.

Our school agrees to abide by the bus protocol outlined in the technical package provided for the event.

*Lastly, we have notified parents that there is absolutely **NO** personal vehicle parking on the Laurentian University campus during the event. Parents have been made aware of the free shuttle service being provided at Bell Park.*

Sincerely,

School Teacher and/or Principal's Signature

Bus Protocol for 2018:

Please read the instructions below and refer to the attached Bus Protocol Map on Page 11.

As per their letter of verification, all schools agree to the following:

AM Drop Off Protocol:

- All teams must plan to arrive at the race site between **0900 and 945am. No exceptions.**
- If schools only have a Senior Elementary team competing, they must still arrive during this time frame. As the Bus Drop Off/Pick Up zone is directly adjacent to the stadium and racing trails, we cannot have any buses in the area during the competition portion of the event.
- All team buses will enter campus via the **South Bay Road entrance** (entrance past main university entrance) and proceed directly to the Stadium (follow the signs – buses must travel in clockwise direction around Stadium Road).
- Buses will be guided by event marshals to pull as far forward as possible within the marked **“Stadium Bus Drop Off/Pick Up Zone”** on Stadium Road prior to temporarily parking.
- Once buses have unloaded, they will depart the stadium area via the Stadium Road. Buses will exit the University via South Bay Road. Bus departures may be staggered to avoid lineups at South Bay Rd exit.
- There is **NO bus parking** on campus. If required, buses can park at the York Street Lot across from Bell Park (Shuttle location).

PM Pick Up Protocol:

- Due to the number of teams participating, there will be two “Pick-Up” periods – each school will be notified on Monday, Sept 24th of the time of their pick up so they can coordinate with their individual bus driver.
- Buses may NOT enter the university campus until the START of their designated Pick Up period.
- PLEASE ENSURE YOUR BUS(ES) DO NOT ARRIVE MORE THAN 10 MINUTES PRIOR THIS PICK-UP TIME. WE CANNOT OPEN THE GATES UNTIL ALL RUNNING EVENTS ARE COMPLETE AND EARLY ARRIVING BUSES WILL CAUSE A TRAFFIC JAM ON CAMPUS.
- **Pick Up Period #1: 1:10 to 1:40pm**
- **Pick Up Period #2: 1:40 to 2:00pm**
- As per the Drop Off Protocol – buses should enter the university via the South Bay Road Entrance and proceed to the Stadium Road, traveling in a clockwise direction
- Buses will pull as far forward as possible within the marked **“Stadium Bus Drop Off/Pick Up Zone”** on Stadium Road prior to temporarily parking.
- An event official will board each bus and radio back to the event announcer as to which school's bus has arrived so teams can begin moving towards Pick Up area (by Tennis Courts).
- Once buses have loaded, they will depart the stadium area via the Stadium Road. Buses will exit the University via South Bay Road. Bus departures may be staggered to avoid lineups at the South Bay Rd exit.

Free Shuttle:

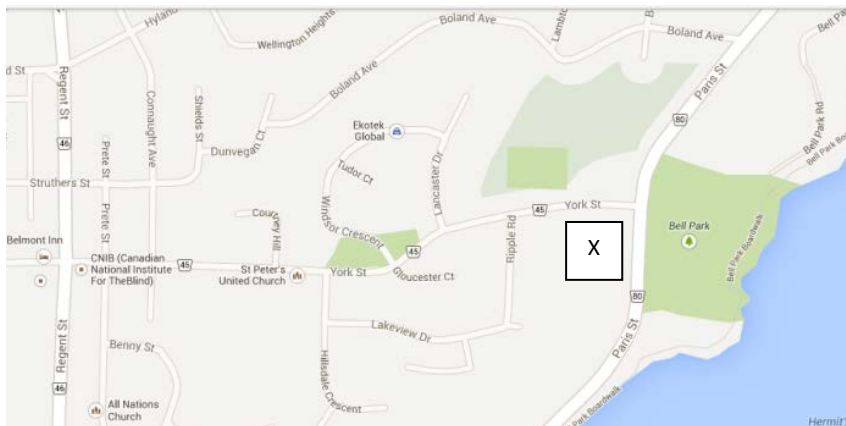
Laurentian University has mandated that we run a shuttle service for **anyone not arriving by school bus**. There will be **NO** personal vehicle parking available on campus. Any competitors, teachers, parents, guardians or general spectators that do not plan to arrive by school bus must park their vehicle at the designated shuttle location (Bell Park parking lot - information below). The shuttle service will be provided free of charge. Laurentian University Security will be turning people away if they arrive by personal vehicle. We appreciate this is an inconvenience but please forward this information to parents/guardians so they can prepare ahead of time.

As per their letter of verification, each school agrees to forward this information to parents of students attending the event.

Shuttle Parking Location: Municipal Parking Lot at corner of York and Paris Street (across from Bell Park) – South Side (signage will be posted: “LU XC Challenge Parking”) – enter lot off of York Street.

Shuttle Schedule:

Depart York Street	Depart University (turnaround in front of new entrance to Ben Avery Building – close to start line)
Volunteer Shuttle: 8:15am (one stop at Lockerby)	8:30am
Public Shuttle	
8:45am	9:00am
9:15am	9:30am
9:45am	10:00am
10:15am	10:30am
10:45am	11:00am
11:15am	11:30am
11:45am	12:00pm
12:15pm	12:30pm
12:45pm	1:00pm
1:15pm	1:30pm – Last Departure



There is no bus or car parking on campus. All vehicles can park at the York Street South City Parking Lot – across from Bell Park (marked with “X” on map)

Entries:

1. Entry Deadline: **Sunday, September 23rd @ 9 AM**. No race day registration.
2. Entry Link: **<https://tinyurl.com/ybcw4t6d>**
3. Enter the number of athletes you wish to enter. You will see "Blank Entry" fields that match the number of entries you would like to make populate on the left side of the screen.
4. Fill out the necessary information for each entry. When you are done one entry, simply click on the next "Blank Entry" on the left side of the screen. Ensure you fill out the following:
 - a. Last Name
 - b. First Name
 - c. Gender
 - d. Team – see below if your team is not listed
 - e. Event
 - f. Category
5. Note: if your school is not listed in the "Team" drop down menu then:
 - a. please complete and submit the "Team Missing" form online (takes approx. 24hrs to be added)
 - b. please also send a quick email to Darren Jermyn (djermyn@hsnsudbury.ca) and we will try to expedite your team being added.
6. Once you are done making your entries – click on "Proceed to Step 2"
7. Provide your Contact Information (including email) and click on "Confirm Entry"
8. You will receive a confirmation email from "Team Trackie"– it will provide you with a link if you need to make any edits – **PLEASE KEEP THIS EMAIL!! IF YOU DON'T RECEIVE THE EMAIL – CHECK YOUR JUNK MAIL FOLDER.**
9. If you have any problems with registration – please contact Darren at jermyn@eastlink.ca or 705-507-8246

Entry Fee: All races: \$6 per athlete. \$500 maximum fee per school

Late Entries: Late entries will be accepted at the discretion of the Meet Director. Late entries must be submitted **via email** to the Meet Director (Last Name, First Name, Event) by 3pm, Monday, Sept 25th and will be charged \$12 per athlete.

Payment: Please make cheques payable to: "*Laurentian University Cross Country Running Team*". Cheques will be collected at the Registration Desk on the day of the event. Receipts will be made out to the name on the cheque. Race Packages will not be given out until payment is received.

2018 LU XC CHALLENGE - ELEMENTARY SCHOOL SCHEDULE

9:00am to 9:45am All School Teams Arrive at Bus Drop Off/Pick Up, Race Package Pickup

NOTE: FOR SAFETY REASONS: There will be NO access to the race trails until all buses have arrived and departed (a formal announcement will be made when the trails are open) and gates are closed.

10:00am: *Mascot Race, Group Activity and Race Warmup*

10:30am *Grade 3 & 4 Girls – 2.0 km*

10:50am *Grade 3 & 4 Boys – 2.0 km*

11:10am *Grade 5 & 6 Girls – 2.0 km*

11:30am *Grade 5 & 6 Boys – 2.0 km*

11:45am *Grades 7 & 8 Girls - 3.0 km-sponsored by Lockerby Composite*

12:15pm *Grades 7 & 8 Boys - 3.0 km -sponsored by Lockerby Composite*

12:50pm Awarding of Overall Team Banners (if time permits)

1:10 – 1:40pm Bus Pick-Up Period #1

1:40 – 2:00pm Bus Pick-Up Period #2 (if required)

OTHER INFORMATION:

Registration Package Pick-Up: Located near the finish line of the 400m track (see "Site Map")

Start Area: Each race will start on the intramural/soccer field located between the track and the Ben Avery Building.

Finish Area: Each race will finish on the infield of the Laurentian University's 400m outdoor track. If the infield is extremely wet, the finish line will be moved to the backstretch of the 400m track.

Team Area: Room will be available for team tents to be erected near the Start Area – please see the "Site Map"

No Access Areas: Certain sections of the 400m track and infield will be blocked off to allow the meet to run smoothly and to contain crowd flow around the finish area. Please reference the attached "Site Map" and ensure your athletes are aware of the "No Access" areas.

Sheltered Area: In case of rain, sheltered areas include:

- Main grandstand seating area
- Overhang of stadium
- **IMPORTANT NOTE:** Teams should be prepared for spending the day outside in rain and/or cold conditions. The lower level hallway of the Ben Avery Building (washroom access) will also be available in case of severe inclement weather.

Meet Suspension Due to Severe Weather: The meet will run rain or shine, however, if lightning is sighted, the next scheduled event will be delayed by 15 minutes.

Course: Each course will include segments of grass, gravel and crusher dust trails. Short portions will be run on asphalt. Regular running shoes, racing flats and/or cross-country spikes (with shorter spikes – 6mm or less) would be appropriate to wear. All races except the Junior Elementary race will include at least one significant uphill climb and downhill section.

Timing and Bib Numbers: Your race package will include a competition bib number for each athlete to worn on the front of their competitive singlet/shirt during their race. Please ensure athletes do not crumple or bend these numbers. If meet officials cannot read an athlete's number at the finish line, they may be disqualified from the event.

Playing Regulations and Team Scoring: Schools can enter only one team per event (e.g. Grade 3 and 4 girls) but there is no maximum number of athletes per team. All teams in all divisions must have a minimum of 4 athletes that complete their event in order to be included in the team scoring. Ties will be broken by the lowest scoring 4th team member.

Starting Procedure:

- An "Open Start" will be used. Team can line up anywhere on the start line but will be limited to having 3 athletes at the front of the line.

Results:

- Results will be posted at the "Results" area by the water fountain at the north end of the Grandstand Seating area.
- Results will also be posted online later in the evening on September 25th at www.tracknorth.com

Prizes:

- The Top 5 female and male finishers in each individual race will receive a "Top 5 LU XC" t-shirt.
- Top Overall Co-Ed Junior Elementary and Senior Elementary Teams will win a banner. Co-Ed scores will be calculated based on the placing of same sex teams in each category.
 - E.g. Junior Elementary = Grade 3 and 4 Girls, Grade 3&4 Boys, Grade 5&6 Girls, Grade 5&6 Boys.
 - Points assigned as follows:
 - 1st place team = 10 points
 - 2nd place team = 8 points
 - 3rd place team = 6 points
 - 4th place team = 5 points
 - 5th place team = 4 points
 - 6th place team = 3 points
 - 7th place team = 2 points
 - 8th place team = 1 point

Concessions/Food:

- Pizza, fruit and other snacks and drinks will be available for purchase at the Concessions area throughout the day.

First-Aid:

- St. John's Ambulance First Aid will be onsite during the competition. It will be located just beyond the finish line.

Washrooms:

- Public washrooms are located within the Grandstand Stadium (Female – on North End, Male – access from middle of stadium). There will also be portable washrooms near the start line.

Garbage Pickup:

- Each school will be provided with two large garbage bags and are responsible for ensuring all garbage is cleaned up and deposited in a large garbage bin prior to departing.




Laurentian University XC Challenge Course Map

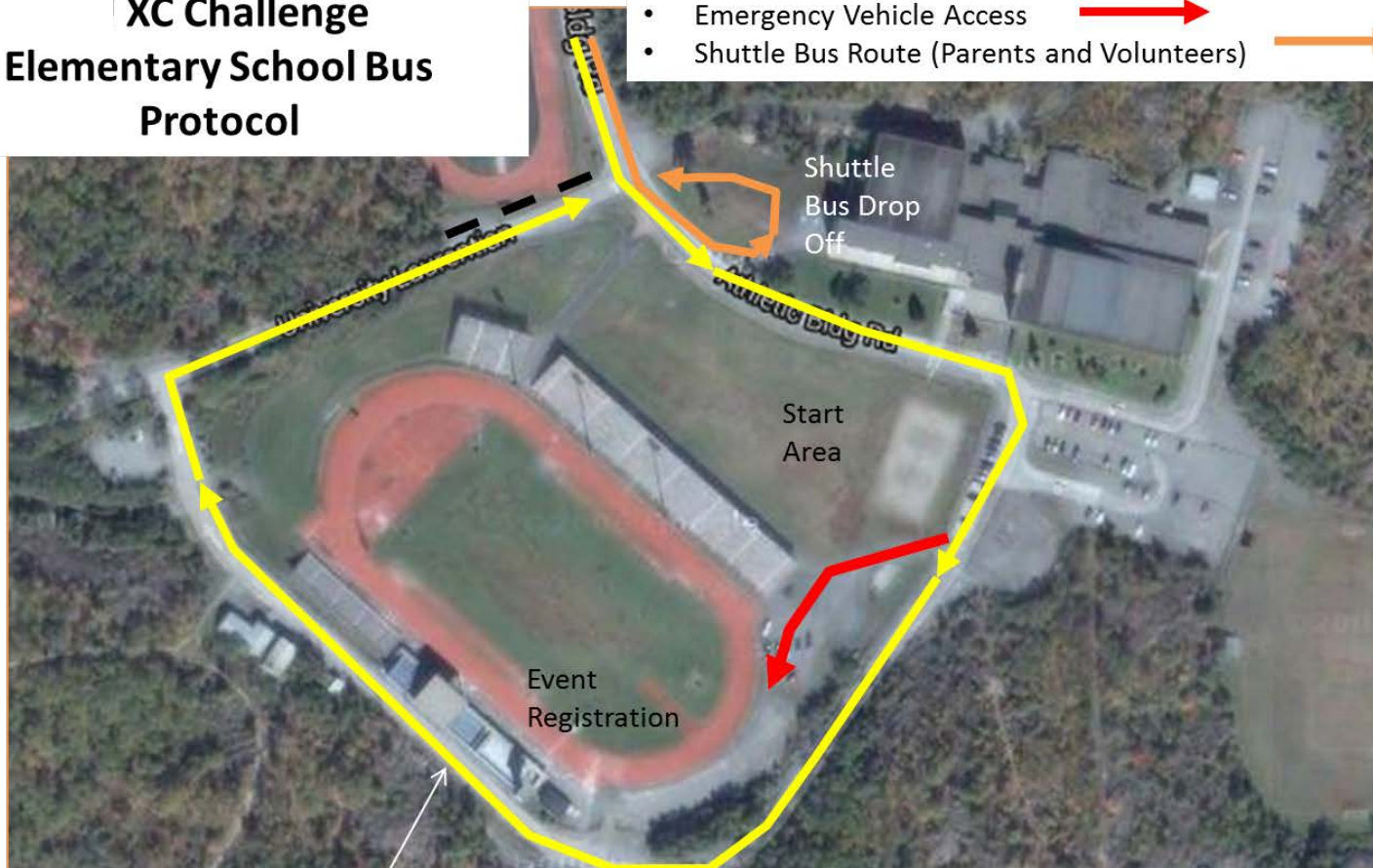


LU XC Challenge Schedule

- 10:30am Grade 3 & 4 Girls: 1900m [Start-A-B-C-D-H-Finish]:
- 10:50am Grade 3 & 4 Boys: 1900m [Start-A-B-C-D-H-Finish]
- 11:10am Grade 5 & 6 Girls: 1900m [Start-A-B-C-D-H-Finish]
- 11:30am Grade 5 & 6 Boys: 1900m [Start-A-B-C-D-H-Finish]
- 11:45am Grade 7 & 8 Girls: 3000m [1 X 3km loop: Start-A-B-C-D-E-F-G-H-Finish]
- 12:15pm Grade 7 & 8 Boys: 3000m [1 X 3km loop: Start-A-B-C-D-E-F-G-H-Finish]

XC Challenge Elementary School Bus Protocol

- School Bus Route (direction of travel) 
- Stadium Rd School Bus Drop Off/Pick Up Zone 
- Emergency Vehicle Access 
- Shuttle Bus Route (Parents and Volunteers) 



Drop Off/Pick Up Zone: along stadium road – please **pull up as far as possible** when arriving

Protocol: Buses arrive at LU via South Bay Rd. Follow yellow Bus Route onto Stadium Rd. Proceed to line up along *Stadium Drop Off/Pick Up Zone – by Tennis Courts* (staffed by event officials who will assist with unloading). Buses unload. Buses depart via Bus Route. Bus departures may be staggered to avoid line ups at South Bay Rd. exit.

Drop Off Time: 9:00 to 9:45am.

Pick Up Times: Pick-Up Period 1: 1:10pm to 1:40pm.; Pick-Up Period 2: 1:40pm to 2:00pm

Site Map

