Information and Entry Procedures for NSSAF Cross Country

Each school will be responsible for entering their own athletes in the Trackie online entry system by the posted deadline. Once past the deadline, changes and additions will be very, very limited. Before determining your teams and entries, a few reminders about the NSSAF rules for Cross Country Regional and Provincial Events that came into effect this season and those from 2016 that remain in effect this season.

Juniors are athletes under 14 years of age as of December 31st, Intermediates are under 16 as of December 31st, while Seniors and Para under 19 as of September 30th. All dates are of the current school year. Note the difference for Juniors/Intermediates and Seniors. Athletes can race up a category (or categories) but must remain in the category of their first event raced for the entire season.

The top 15 athletes at regionals advance to provincials. These athletes may be part of an advancing "team" or may simply race as an individual. The top 5 scoring teams in each class earn a school team spot at provincials. Please take notice of the differences in the term 'team' below.

Para athletes may compete as individuals in the para category race (which is typically just before or after the gendered junior race since paras also race 3km). Alternatively, para athletes may choose to race in as a scoring member of a school team by racing the age/gendered/class/distance appropriate for their age. They may not race in both.

Team Composition at Regionals and Provincials

The term "team" is used to represent what could possibly be 3 different things in NSSAF cross country

1) The **"team"** declared for the start of a regional event which includes all athletes in that class and gender from the school (*A 14-member Junior Boys "team" from the school*)

2) At regionals or provincials, the top 4 athletes that score points from a school are considered a **"team"** to determine the top 5 **"teams"**. (*The schools Junior Boys "team" have earned a team position at provincials based on their top 4 scoring runners*)

3) The group of 4-7 athletes chosen to represent the school as the **"team"** at the start line of provincials. (*These 5 athletes are the schools Junior Boys "team" competing at Provincials*). This team *should* be comprised of the top 4-7 scoring athletes from the school at the regional event, but schools have options in changing the composition of this team for provincials. We should reward athletes for their participation and top placings at regionals and have them represent the school in a point scoring position, but we still want to allow school coaches to make reasonable modifications to their team if need arises. Schools/coaches may decide to delete, replace or add athletes provided the athletes added were on the start list for the regional event and the team remains 7 or less.

Some examples:
- a school may have registered 14 athletes for the Junior Boys Team at regionals. Due to injuries, school work, permissions, travel issues, only 4 of these 14 either start or finish at regionals. Despite this, the team of 4 still finishes in the Top 5 and the school now has a "team" place at provincials. They may choose to send the 4 who competed and any 3 (or less) additional athletes from the 10 others registered to make a team of 7.
-a star athlete who competes has an off day and finishes outside the schools top 7 placers. The school chooses to send that athlete instead of another higher placed athlete.
-an athlete who showed up at every practice but finishes 10th on the team and outside the top 15, is given a place in the team of 7 over an athlete who showed up on the day of the race and finished 6th on the team.

To be clear:
- all runners on a team at provincials must have been on the regional start list.
-the default in creating the school team on the start line for a provincial race will be to auto select the top 4 (and up to 7) athletes from the school in that gendered class in the regional results
-if the school does not have the full complement of 7 runners on the team and would like to add athletes who either did not start or did not finish the regional event or would like to choose athletes other than the top 4-7 from the school, this information must be declared to the regional results manager by **5pm the Tuesday before the provincial meet.**
-beyond this deadline, changes to a team's composition for provincials must happen through an NSSAF regional or executive director and are very limited.

Entry Procedures

1) Before logging onto the entry website, determine your team list for each gendered class (Junior Girls, Intermediate Boys, etc). Ensure each athlete's name is spelled correctly, ensure you have their birthdate and you know which class you would like them entered in. With birthday input this season, Trackie will ensure no athlete races in an event they are too old for but will allow a coach to put them in an older class. A reminder it is under 14 as of December 31st for Juniors, under 16 as of December 31st for Intermediates and under 19 as of September 30th for both Senior and Para classes. Grade 6 students may participate in Cross Country as a Junior if they are part of the school population of member school competing in the event.

2) Log onto the **Trackie** website (search Trackie) and click the tab on the top left for **"Trackiereg"** or by following the link https://www.trackie.com/online-registration/

3) We ask that each coach/school set up an account under the **"login"** tab so that you can store and access all your athletes in one place under one email address. This is helpful when printing team lists and making changes before the deadline.

4) Next go to **"find event"** and look for the correct event. Be sure to pick the correct regional meet as there are many regional Cross Country meets found on Trackie. Note that you can view "information" about the meet or "register" for the meet. Most regions are loading maps, schedules and meet rules in this location so it might be wise to share this site with parents but remind them they are not entering athletes.

5) Select "**register**". Choose a number of athletes to enter in the current amount of time you have or do one at a time and then simply click "add another registrant" when this one is complete.

   a. Enter First name and Last name. *Please use proper format as in Stephen Gallant not stephen gallant or STEPHEN GALLANT*

   b. Select Gender. *If you have questions, see the NSSAF gender policy*

   c. Select Team (School). *The drop menu should take you to all NSSAF schools or may limit to only those in your region. If you are registering more than 1 athlete, click on "apply to all" so you do not have to select the school for each athlete. Note you can also type the first few letters of the school on the keyboard for quick find or use the find feature.*

   d. Enter Date of Birth. *Classes the athlete is too old for will disappear.*

   e. Select Category. *Junior, Intermediate, Senior, Para*

   f. Select Event. *If you select category first, it will default to the only distance available for that category.*

   g. Move to the tab for the next athlete and continue entering athletes

   h. When you are finished for this time period scroll to the bottom and click "Proceed to Step 2". Verify the athlete info you entered and then "Confirm Registration". An email will be sent to show you registered these athletes and have links to allow you to edit or adjust these entries. If you do not get the confirmation email you have not entered your athletes and forgot to click confirm registration. More athletes can be added at any time up to the final deadline. Most regions also allow a last-minute entry on site for a few athletes that may have been forgotten before.

If you need any help or have questions, email Jason Murphy (murphyj@gnespes.ca) or speak with your Regional Meet Director.