

Entry Procedures For Cross Country Coaches

Each school will be responsible for entering their own athletes in the 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 for 2017 as well as those from 2016 that remain in effect this season. Please take notice of the difference in the terms team and "team".

Juniors are considered under 14 as of Dec 31st, while Intermediates are under 16 as of Sept 30, Seniors and Para under 19 as of Sep 30. Para athletes may only compete as individuals with no team scoring.

The top 15 individual athletes at regionals advance to provincials. These athletes may be part of a "team" or may simply be an individual athlete.

We no longer have multiple teams in each gendered class from each school at regionals. While we used to allow a maximum of 7 athletes on each team and allowed multiple teams per gendered class, we now have all athletes on one team. For instance, if a school had 14 Junior Girls, they would all be entered as one team from the school for regionals. But the "team" that advances will be 4-7 athletes regardless of how many began the race on that team.

The top 5 "teams" from regionals in each gendered class still advance to provincials and a "team" is still considered a minimum of 4 athletes and a maximum of 7 athletes. The change is that the "team" will now be determined by regional results and not selections by coaches following the event. A "team" will be considered the top 4 athletes who score points in the regional event and the 1,2 or 3 additional athletes who would be considered part of the "team" if the school had more than 4 athletes. These additional 1,2 or 3 athletes would be the next best placed athletes from that school after the first 4 who scored points.

Entry Procedure

- 1) Before logging onto the entry website, determine your team list for each gendered class (ie. Junior Girls, Intermediate Boys, etc). Ensure each athlete's name is spelled correctly, ensure they are listed in the correct gender and are in the correct class based on their age as of Sept 30th of this school year. Junior under 14, Intermediate under 16, Senior under 19 and Para under 19. 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 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 the "**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 (more can always be added so I suggest doing 10 at a time).
 - a. Enter First name and Last name (please use proper format as in Jason Murphy not jason murphy or JASON MURPHY)
 - b. Select class (Junior, Intermediate, Senior, Para)
 - c. Select gender
 - d. Select Team/School. The drop menu should take you to all NSSAF schools. *Once you select the school, click on "apply the above to all entries" 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)*
 - e. Select the event for the athlete (*note it will default to the only race available for that division and gender but you still need to select it*)
 - f. Move to the tab for the next athlete and continue entering athletes
 - g. When you are finished for this time period scroll to the bottom and click "register for this event"
- 6) You will note that you can view entrants on the site and edit your athletes at any time prior to the entry deadline.

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