



KSHSAA CROSS COUNTRY MEET HOST GUIDELINES & RECOMMENDATIONS

KSHSAA member schools hosting cross country meets have unique responsibilities in regard to student-athlete safety compared to many other events. Due to the high number of competitors, size of venue, potential environmental factors and the nature of the sport itself, many different factors need to be considered in managing this type of event. The KSHSAA Sports Medicine Advisory Committee and the KSHSAA Executive Board have set the following guidelines and recommendations for any school hosting a regular season or postseason Cross Country meet.

GENERAL GUIDELINES

1. A written Emergency Action Plan (EAP) shall be in place for the competition venue. The EAP should be reviewed and rehearsed annually (at minimum) by anyone involved in the management of the event. A template to create an EAP can be found [HERE](#).
 - The EAP should be posted at the race site in high traffic areas such as the medical station, finish line/chute area, ticket booth/entrance, restroom area and concession stand.
 - The host school should distribute the EAP to all participating schools prior to the day of the meet. Distributing the EAP via email and posting it on the school's website are simple ways to make it available to visiting schools.
2. An Automated External Defibrillator (AED) shall be onsite for every race. Personnel trained in CPR and AED administration shall be onsite.
3. Cold water immersion tub(s) shall be onsite for every race.
4. Local emergency medical personnel should be notified prior to the day of the meet with information about the meet and the location of the race. Access points for emergency vehicles to the race site should be identified.

Emergency management procedures for specific situations such as heat stroke and sudden cardiac arrest should be reviewed in advance of the event with local emergency medical personnel.

5. The host school(s) should make every effort possible to have appropriate medical personnel onsite to coordinate medical coverage of the event. Appropriate sports medicine personnel could potentially include athletic trainers, physicians, physician's assistants, nurse practitioners, nurses, paramedics, EMTs and/or chiropractors.
6. Host school(s) should communicate well in advance with any participating schools regarding potential event modifications based on forecasted weather.
7. A pre-race meeting should be held with all coaches in which all aspects of the event are covered. Included in this meeting should be a review of the EAP check list (see end of document):



ENVIRONMENTAL GUIDELINES & CONSIDERATIONS

1. Obtain the heat index or wet bulb globe temperature level prior to the start of the meet and every 30 minutes thereafter throughout the event. Use the [KSHSAA Heat Index Chart](#) to determine if event modifications should to be considered.

Potential Modifications

- Move race times to a cooler part of the day.
 - Ensure lesser trained/lesser skilled runners (sub-varsity) are not racing at the warmest times of the meet.
 - Increase the availability of post-race cooling options (cold tubs, ice towels, hydration stations).
 - If environmental conditions are too extreme, reschedule or cancel the meet.
2. Cold water immersion tubs should be made available.
 - Rubbermaid material style stock tanks with a capacity of 100 gallons or more make excellent immersion tubs. These can be found at most farm supply stores or online.
 - Large 50+ gallon plastic trash cans can also be used.
 - If water and ice sources are not immediately available at the race site, meet hosts will need to have a plan to transport water and ice to the site to be used for the immersion tub(s).
 3. A severe weather (e.g., lightning, tornado) plan should be shared with all coaches prior to the meet.
 4. If cold weather concerns exist, refer to a [Wind Chill Chart](#) to determine if it is safe to race based on risk level of frostbite.

FINISH AREA DESIGN GUIDELINES & CONSIDERATIONS

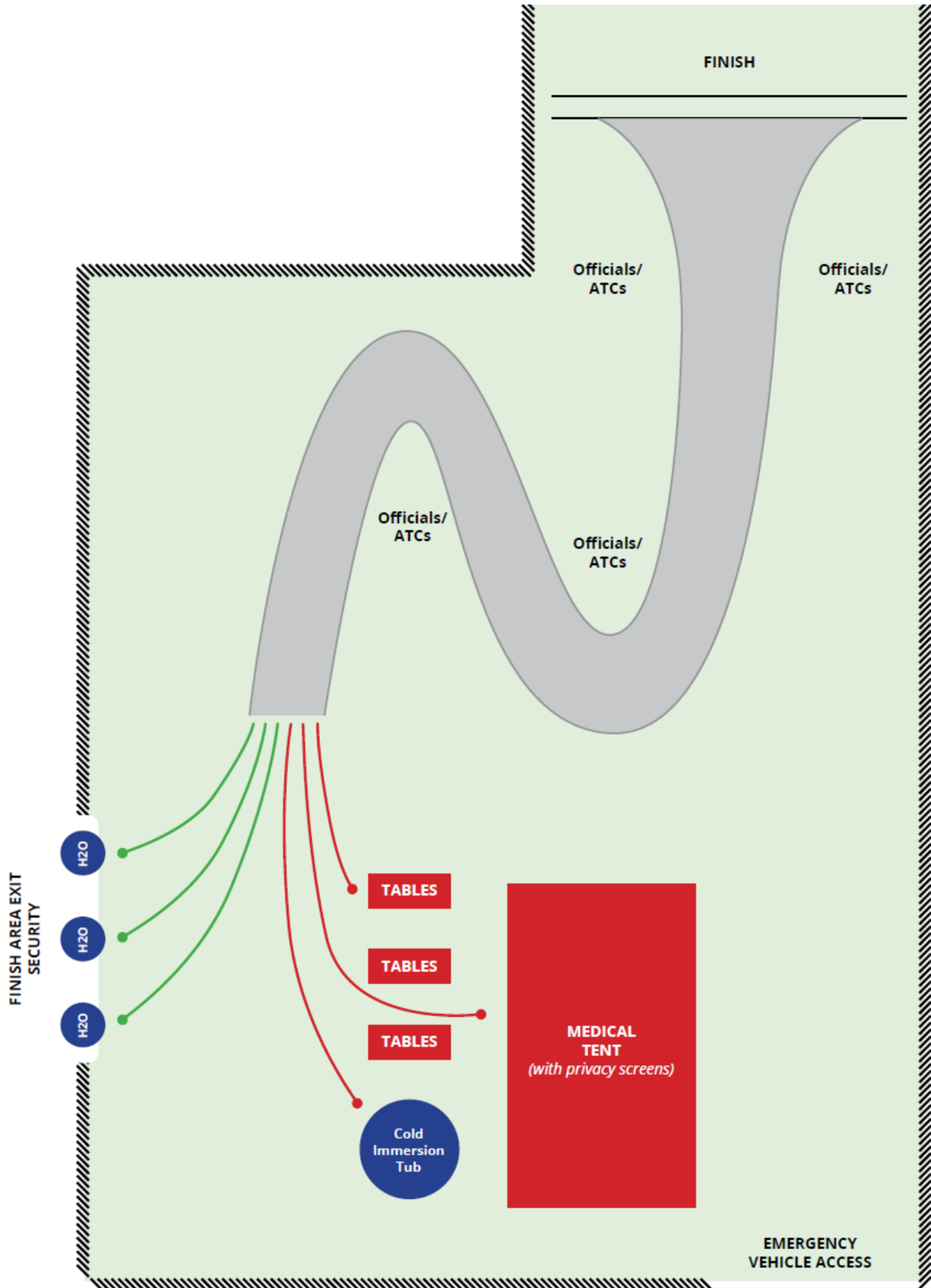
A properly designed and constructed finish area will help ensure competitors receive the appropriate amount of medical attention prior to them leaving the area.

Recommendations:

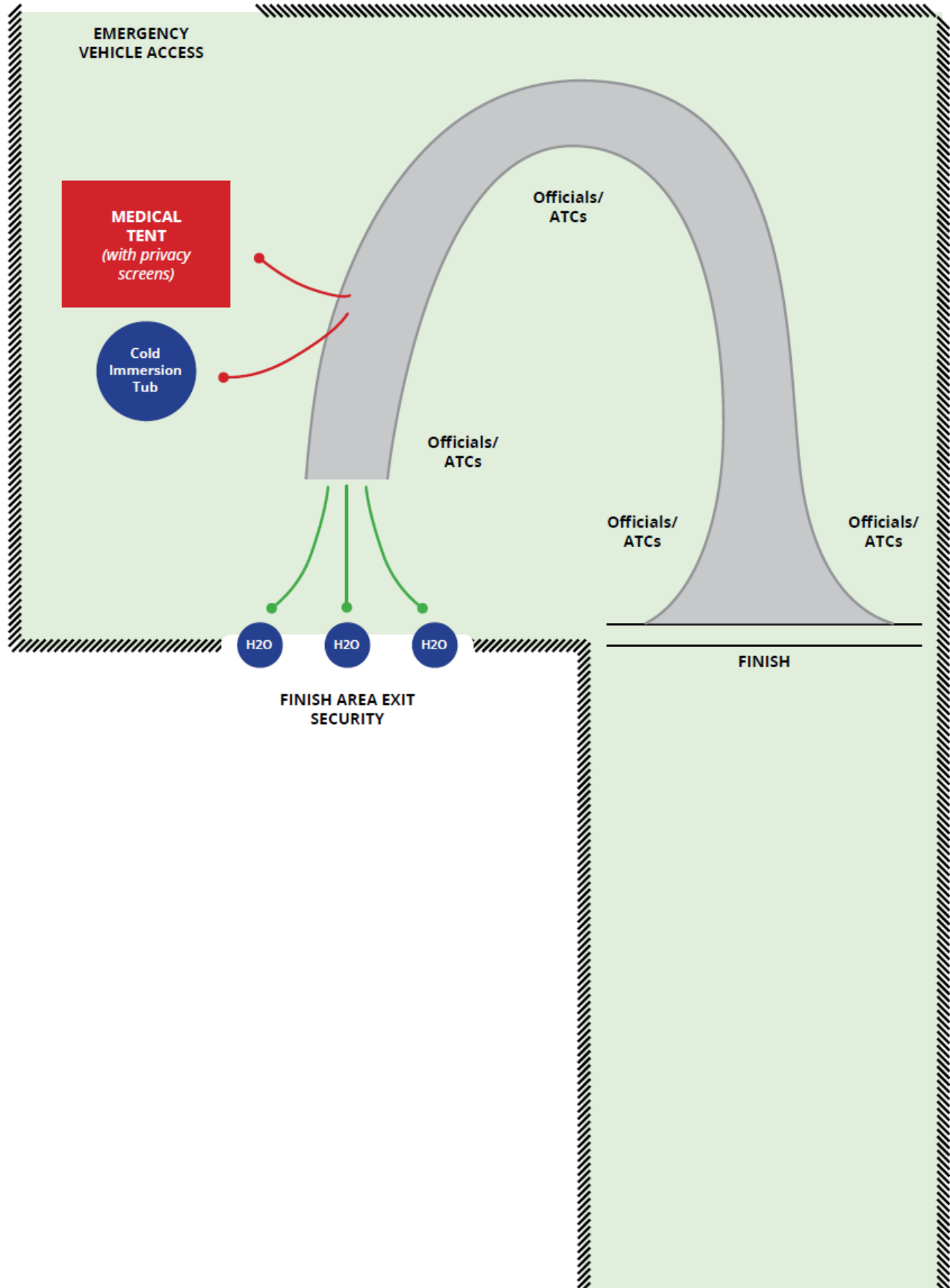
1. The finish chute should be long enough to give medical personnel time to observe runners before they leave the chute/finish area. Chutes with a U-turn or an S-turn (depending on number of runners) are ideal to give medical personnel time to observe the runners.
2. Maintain a restricted area at the chute exit in which no coaches or fans are permitted.
3. The medical tent/station should be located adjacent to the chute. Be sure an ample number of exam tables are available based on the size of the race.
4. Cold water immersion tub(s) should be located adjacent to or within the chute area. Ensure enough ice is available throughout the meet to maintain the appropriate water temperature (35-58 deg.).

See the following pages for samples of finish area designs.

EXAMPLE #1



EXAMPLE #2





MEDICAL PERSONNEL GUIDELINES & CONSIDERATIONS

Identify a director of medical services for the event. Ideally this will be a physician or athletic trainer who is a part of the host school community and is familiar with the course.

Recommendations for Medical Personnel:

1. Ensure the appropriate number of medical personnel are available at the finish line area to observe and assist runners needing medical aid.
2. For a 5K race at least one spotter should be placed at the 1 mile mark and another spotter at the 2 mile mark. For shorter races (middle school) spotters should be placed approximately every half mile. If additional spotters are available or there aren't enough spotters to evenly cover the course, emphasis should be placed on having spotters on the second half of the course where runners are more likely to experience problems.
 - Ensure spotters know what to look for in runners who may be experiencing medical distress vs. normal running fatigue/distress.
 - Spotters must have a way to communicate to race officials if there is a medical problem with a runner. Two-way radios or cell phones are recommended.
 - Spotters should mark runners by their bib number and call ahead to race officials if they believe there could be a potential problem.
3. A trail vehicle should be present at every cross country race. A person trained in CPR/AED and basic first aid should be in the trail vehicle. An AED should be in the trail vehicle. Personnel in the trail vehicle must also have the ability to communicate with race officials.
4. Medical personnel should properly document any medical care rendered to the participants.



PARTICIPANT REMOVAL GUIDELINES & CONSIDERATIONS

1. A runner showing signs of obvious physical distress such as collapsing on the course, or other indications of his/her inability to finish the race may be immediately removed from the race by event personnel.
 - If the runner can be safely moved, the runner will be immediately transferred to the finish line medical area to be evaluated by onsite medical personnel.
 - If a runner voluntarily removes him/herself from the race for any medical reason or is removed by their coach, they should also be transported to the finish line medical area for evaluation. The onsite medical personnel will determine the appropriate care to be administered. It is important the runner checks in at the finish line so race management personnel are aware of the runner's status.
 - Coaches should meet any of their runners at the medical tent who are receiving care. Coaches are often the best source of relevant medical history for their runners that may be beneficial to the medical personnel treating the athlete.
2. To assist designated event personnel, including spotters and coaches on determining the level of distress, these guidelines should be used:
 - If a runner looks questionable, event personnel will ask if they need help, if the runner is able to answer immediately and clearly state “no” the runner will be allowed to continue.
 - If a runner looks questionable and event personnel asks if they need help and the answer is “yes” the runner will be removed from the race.
 - If the runner looks questionable and event personnel ask “if they need help” and there is no response, the event personnel will continue to follow the runner (off the course) and monitor. If the runner continues to be unresponsive to the event personnel and is unable to run fast enough to separate themselves from the walking event personnel, the runner will be removed from the race.
 - If the runner is able to communicate something and they are just tired, they will be allowed to continue.



PRE-RACE EAP REVIEW CHECKLIST

- Identify Medical Personnel/Locations
- EMS Activation Procedures
- Ambulance Access Points
- AED Location(s)
- Cold Tub Location(s)
- Severe Weather Plan
- Participant Removal Guidelines Used By Meet Personnel