

WIAA // GESA CREDIT UNION

POSTSEASON STANDARD OPERATING PROCEDURES

CROSS COUNTRY

NOVEMBER 8, 2025

All Classifications - Sun Willows Golf Course (Pasco)

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COACH INFORMATION

EVENT SCHEDULE

- **Monday, November 3** – Coaches Meeting, 7:00 pm via Zoom - [LINK](#)
- **Friday, November 7**
 - 10:00am-3:30pm: Coaches Packet Pick-Up at DICK'S Sporting Goods (13 minutes from Sun Willows)
1321 N Columbia Center Blvd.
Kennewick, WA 99336
(all team participant changes must be made by this time)
 - 12:00pm - 4:30pm: Course open to athletes
- **Saturday, November 8**
 - 8:00am: Chip distribution begins
 - 9:00am: Check-in closes
 - 8:30am - 9:15am: Course open to athletes
 - 8:45am: Opening Ceremonies (Awards area)
 - 9:00am: Races Begin

CHECK-IN

Coaches will receive a team packet with the following materials:

- Bib numbers and pins for Athletes.
 - Numbers are worn on the front of jerseys by the person whose name appears next to the number which will be in your coaches packet upon check-in on Friday.
- Coaches wristbands.
- DICK'S/BROOKS Gift Bags

Note: Coaches must wear their wristbands to gain entry to the event and access to the restricted areas.

SITE DETAILS & PARKING

- Parking at Sun Willows Golf Course is limited and operates on a first-come, first-served basis.
- No buses will be allowed in the parking lot. Inside parking is limited to race officials.
- If the parking lot is full, please go to Columbia Basin College (CBC) (across 20th Ave).
- The warm-up area is restricted to athletes with bib numbers and team staff with wristbands.
- The Coaches Box and warm-up areas are found on the map on the [Tournament Central](#) webpage.
- The course is closed to coaches and spectators except for designated areas.
- No Athlete or spectator is allowed on the service road along the driving range.
- Nobody may enter the residential area.
- Dressing rooms are available at the CBC Athletic Department after Saturday's races.
- The Start Line is limited to participants only - no team tents are allowed at the start area
- Athletes must stay off putting greens and out of sand traps.
- No team tents are allowed at the Start Line or within 10 feet of fencing in the driving range area.
- NO BALLS in the facility - Do not Throw Golf Balls in the Driving Range

FINISH LINE & RESULTS

- Each runner will be timed, with complete results posted online.

- To ensure a clear photo, athletes may not stop their watches prior to entering the finish chute. If stopping their watch, athletes must hold their hands over their head to provide a clear photo of their bib number.
- Athletes should run through the finish line into the finish corral, cooperating with finish line staff.
- Diving at the finish line may be judged as an impediment to others, resulting in disqualification.
- Coach your athletes to stay on their feet coming through the finish line; **do not lay down** after they finish, they may get spiked or suffer severe injury.
- All personnel are to stay clear of finish line cameras and the official timer during all races.
- Unofficial leaders and order of finish will be kept and updated on the WIAA website.

EVENT PHOTOGRAPHY

NW Sports Photography will post all of the action and awards pictures online at 4nsp.com.

PROGRAMS

Programs are offered exclusively online, via the Cross Country Tournament Central page. Programs are expected to be available online roughly 48 hours before the State Meet.

MERCHANDISE PRE-SALE

- Rush Team Apparel will offer online pre-ordering for State Cross Country merchandise October 30 at 8:00 am through November 4 at 11:59 pm via [this link](#).
- Merchandise will be available for pick-up on site at the Rush Team Apparel pre-order booth.

SPORT-SPECIFIC REGULATIONS

ATHLETE/TEAM REGISTRATION

- In Qualifying Events schools should only register their Athletes (up to seven (7) Athletes and two (2) alternates) on athletic.net.
- State Meet participants will automatically upload to the State Meet registration from qualifying meet reports.

PASS GATE REGISTRATION

Passes for coaches based on the number of qualifiers below will be available in the team packets at pick up at [DICK'S SPORTING GOODS](#), based on the number of qualified athletes for the school. Athletic Directors must register any additional Coaches, Managers and School Supervisors in the available spots on their Pass Gate through [FinalForms](#). Each **school** with at least one entry into the State Meet is entitled to the following passes:

- Coaches Wristbands:
 - 1-2 Athletes (Boys & Girls Combined) = 2 Coach passes
 - 3-9 Athletes (Boys & Girls Combined) = 3 Coach passes
 - 10+ Athletes (Boys & Girls Combined) = 4 Coach passes
- Maximum of two (2) School Supervisor passes

STATE QUALIFIERS

- The number of allocated teams in each qualifying meet is multiplied by seven (7), regardless of team finish, to decide the number of individual qualifying places for the State Meet. For example, 5 allocations at a qualifying meet would allow for the top-35 overall individuals, regardless of team finish, to qualify for state.
- Qualified Athletes who are not on a qualified team will run in the State Meet as individual entries.
- Individual qualifiers from a school that has five (5) or more qualifiers will be scored as a team.

- Qualifying Meet Managers must post results on athletic.net within two (2) hours of meet completion.
- Alternates should be listed in your qualifying meet and sent to athletic.net by Sunday at 10:00 a.m. by the State Meet Manager.
- Ambulatory, Wheelchair and UNIFIED Athletes must submit [authorization forms](#) to the WIAA prior to the deadline.
- Ambulatory and Unified Athletes must participate and meet the following standards at their qualifying meet:
 - 2-mile race = 24:00 minutes
 - 3-mile race = 39:00 minutes
 - 5k race = 40:18 minutes

SUBSTITUTIONS

- Teams that qualify for the State Meet may substitute athletes, provided the substitutes meet requirements.
- When an individual Athlete cannot compete, the Athlete's school Principal or Designee must notify the Meet Manager, who will notify the Principal or Designee at the school of the next qualified Athlete.
- An Athlete removed from participation in a meet due to injury or illness cannot continue until authorized by the physician who made the original decision, or their designee.

RULES & REGULATIONS

- The State Meet uses the NFHS Track & Field and Cross Country Rulebooks for guidelines and interpretations.
- The Games Committee is responsible for the proper conduct of the State Meet.
 - Any situation or interpretation not covered in the Rulebooks will be ruled upon by the Games Committee.
 - The Games Committee will appoint a Jury of Appeals to serve as the final board of appeals.
- Uniform tops must be below or tucked into the waistband of the bottom when the competitor is standing upright.
- Bandanas of any kind are not allowed during competition.
- Religious headwear, plain headbands, hats with a single logo, stocking caps and gloves will be acceptable (no logos of any kind are allowed on head gear).
- Protests must be completed within 30 minutes of the final runner finishing in the appropriate race. Coaches must fill out the required protest form in writing with the appropriate NFHS Rule Number for the infraction/misapplication. There is a \$100 fee for any appeal. If the appeal is overturned, the fee will not be collected, however if the appeal is upheld, payment must be made at the event.

COURSE DETAILS

- The distances run for both the Boys and Girls divisions shall not exceed 5.0 kilometers.
- The distance for the Ambulatory and UNIFIED Divisions will be 2.0 miles and run during the same time.
- The distance for the Wheelchair Division will be 2.0 miles and consist of three laps through the road course.
- Athletes must show a race bib to enter the course.
- Only Athletes with race bibs and chips will be allowed on the Start Line.
- A Coach Box will be behind the Start Line, accessible only to Coaches of Athletes in the upcoming race.
- No Coaches are allowed in the finish area — coaches may greet athletes at the end of the finish line corral.
- Race clocks will be stationed at the one- and two-mile marks, with a third hanging above the finish line
- Two FinishLynx FAT digital photo finish timing systems will capture the place and time of each Athlete.
 - The finish of each runner shall be judged when the torso of the runner breaks the plane of the finish line.
- No team tents are allowed at the Start Line or within 10 feet of fencing in the driving range area.
- NO BALLS in the facility - Do not Throw Golf Balls in the Driving Range

LANE ASSIGNMENTS

- A draw for lanes will be made prior to the Meet and listed in the program.

- Teams may line up three Athletes across their assigned start lane with additional Athletes stacked behind.
- All individual qualifiers from one district will be placed in one lane in the order of their finish in the District Meet.
- If more than six Athletes qualify from one district, adjacent lanes will accommodate those Athletes.
- The first 150 yards of the race consists of two alleys, with Athletes from lanes 1-15 in one and the rest in the other.
- Athletes must run in a straight line from the Start Line to the top of the hill in assigned alleys before they merge.

SCORING

- Team scores are determined by totaling the points scored by the first five (5) athletes to finish from each team.
- If fewer than five Athletes finish, no score is listed - individual finishers will not be counted in team scoring.
- At the end of the Finish Line camera zone, meet officials will record numbers in order of finish.
- Any Athletes not displaying their number plainly will be disqualified.
- Athletes and Coaches must stay clear of the Official Timer at all times during the race.
- Meet Managers are authorized to use official Finish Line photos to assist meet officials in making final decisions.
- Team score ties will be broken by comparing the 6th-place finishers from the teams that tie.
- If only five (5) Athletes finish from both teams that tie, the scores of the first four finishers will determine results.
- UNIFIED Division placing will be determined by averaging the time of each athlete and partner pair. Both runners are encouraged to run their own race and attempt to achieve their best time.

RFID CHIP TIMING SYSTEM

- A Radio Frequency Identification (RFID) chip system will be used for split and back-up Finish Line timing.
- The RFID system will provide live, unofficial results on the [WIAA website](#) from the one- and two-mile splits.
- Each Athlete must pick up their RFID timing chip before the start of their race on Saturday at the pickup station.
- The RFID timing chip tent will open at 8:00 am on Saturday, located next to the starting line.
- Each athlete will receive and wear two RFID timing chips: one on each shoe.
- Each assigned RFID chip will match the specific bib number assigned to the athlete.
- Athletes won't be allowed on the Start Line without their race bib number and RFID timing chip.
- No Athletes may exit the timing chip removal corral after the Finish Line until their timing chip has been removed.

POST-RACE PROCEDURES & AWARDS

- Race results will be available [online](#) approximately 30 minutes after the end of each race.
- The official scoring system will be the computer results.
- RFID chips will be clipped in the corral immediately following the race.
- Athletes should proceed to the awards area if they earn any the following placements:
 - Top 20 for a 20-entry race
 - Top 16 for a 16-entry race
 - Top 12 for a 12-entry race
 - Top 8 for an 8-entry race
- Individual Medals will be presented immediately after each race is scored.
- Team Trophies for boys and girls classifications will be presented immediately after the Boys races are scored.

FIRST AID

- The First Aid Tent adjacent to the Finish Line will have certified medical personnel.
- A first aid cart trails the runners on the course.
- Please notify the First Aid Tent of any pertinent medical concerns prior to the start of the race.

- A letter or note from a doctor must be presented to the meet director or designee before the race documenting the need of the athlete to use the atomizer/inhaler during competition to ensure his/her safety.
- Without a doctor's statement, the athlete may only use the atomizer/inhaler prior to and after competition.

2025-26 GENERAL SOPS

ALLOCATIONS

Postseason berths are allocated to WIAA Districts based on the total number of schools offering the sport in that classification/gender. Additional information can be found on the WIAA's [Tournament Berths](#) page.

QUALIFYING TOURNAMENTS/EVENTS

Qualifying events must conclude by the Saturday before the WIAA State Tournament begins.

STATE TOURNAMENT TICKETS

The WIAA partners with GoFan to offer digital ticketing. Fans are encouraged to buy tickets online in advance but can also purchase digital tickets onsite. Limited paper tickets will be available at most sites on event day.

- The Tacoma Dome, Yakima Valley SunDome, and Spokane Arena manage their own tickets. Venue-imposed fees apply.
- Visit the WIAA's [State Tournament Tickets](#) page for detailed ticket information.
- Service fees apply to all tickets

TOURNAMENT PROGRAMS

Programs are offered exclusively online, via each sport's Tournament Central page. Programs will no longer be printed and sold physically on-site. Programs are expected to be available online roughly 48 hours before the State Tournament, and can also be accessed directly through [JSSUU](#).

ALL-TOURNAMENT TEAMS

The WIAA does not select/announce an 'All-Star' or 'All-Tournament' team. If one is announced and publicized, it is not organized by the WIAA.

INSURANCE

Leagues, WIAA Districts, and the WIAA maintain General Liability for their respective tournaments. The WIAA also provides catastrophic insurance for its postseason events. All other coverage, including accident insurance, is the responsibility of participating schools and/or individuals.

GAMES COMMITTEE

Tournament Managers will appoint a Games Committee available onsite or by phone for all postseason qualifying and State events. Full details regarding the members and duties of the Games Committee can be found in Rule 22.0.0 of the [WIAA Handbook](#).

PROTESTS

All WIAA State Tournaments will follow the Protest Process outlined in Rule 29.0.0 of the [WIAA Handbook](#). Please visit the [Postseason Protest Procedures](#) resource page for general and sport-specific guidelines.

INCLEMENT WEATHER: TEAMS/INDIVIDUALS UNABLE TO ARRIVE FOR A STATE EVENT

Teams and individuals qualifying for State Events should have their participation rights protected, while participants must also understand these events follow specific facility, officiating, and operational restrictions. For safety reasons, uncontrollable weather may require delaying, postponing, or canceling a contest or tournament, though the goal is to accommodate teams/individuals by rescheduling. Detailed information regarding the WIAA's Inclement Weather Policy and procedures for postponement or rescheduling can be found in Rule 25.4.0 of the [WIAA Handbook](#).

Thunder & Lighting:

- If thunder is heard or lightning is seen, play is suspended for at least 30 minutes and people are immediately moved to a designated safe location.
- After suspension, wait at least 30 minutes after the last thunder or lightning before resuming play. Any new thunder or lightning resets the clock to another 30 minutes.

TEAM CEREMONIES

Except for postgame awards, team ceremonies before or after contests must occur in the locker room or on the sideline to avoid delaying the contest or affecting other teams.

UTILIZING STUDENTS FOR SUPPORT POSITIONS AT ATHLETIC EVENTS

Students younger than high school age may only hold support positions at WIAA State Championships if the parent signs the Underage Worker Form on the [Tournament Registration Page](#) and assumes all risk.

SUPERVISORY PERSONNEL

Participating schools must register a Supervisory Staff member on their [Pass Gate](#) with the following expectations:

- Upon arrival, Supervisor will check in with Event Staff at the Pass Gate and receive a WIAA-issued 'Supervisor' pass to be worn for easy identification during their team's contests.
- Supervisor will monitor fan and student behavior for their crowd as outlined in the WIAA's [Fan Expectations](#) and assist the facility security staff or Event Staff when necessary.

FAN/SPECTATOR EXPECTATIONS

- The WIAA supports social justice, racial equity, and sportsmanship. Derogatory cheers, slurs, and hateful comments about identity (race, ethnicity, gender, disability, religion) are prohibited. Tournament Managers and event staff may remove offenders. Witnesses can report incidents using the WIAA's [Discrimination & Harassment Reporting Form](#).
- Schools are encouraged to share the WIAA's [Fan Expectations](#) with their communities and students prior to attending State Events for policies regarding cheers, signs, artificial noisemakers, mascots, face painting, continuous standing, clean-up, drones and more.

PEP BAND EXPECTATIONS

Restrict playing to timeouts, between periods, pre and postgame or other dead ball situations, and maintain appropriate fan behavior as outlined in the WIAA's [Fan Expectations](#).

CHEERLEADER EXPECTATIONS

Use only school district-approved cheers at appropriate times, direct cheers/chants only toward their school's team, and maintain appropriate fan behavior as outlined in the WIAA's [Fan Expectations](#).

TEAM ARRANGEMENTS

- **LODGING:** Participating teams are responsible for their own lodging and must provide supervision for all school representatives at their place of lodging.
- **LOCKER ROOMS:** Teams must be supervised by school personnel while in their assigned locker room.
 - Participants are responsible for leaving locker rooms in undamaged condition.
 - Tournament Management is not responsible for lost or stolen items.
- **PHYSICIANS/TRAINERS:** Teams interested in supplying their own physician/trainer must complete the [School Athletic Trainer/Physician Form](#) and return it to the Tournament Manager.

RETURN TO PLAY AUTHORIZATION

Athletes removed from participation and attended to by a physician cannot re-enter competition until authorized by the physician who made the original decision.

STATE TOURNAMENT IDENTIFICATION AND MERCHANDISE

The WIAA has registered the WIAA logo and identification term, "State High School Championships," with the Secretary of State, establishing the ownership of events through legal action and WIAA Executive Board policies.

- The WIAA has licensed [Rush Team Apparel](#) to print, sell, and/or distribute WIAA-registered merchandise. Schools are encouraged to contact the [WIAA Staff](#) for information regarding that partnership.
- Only official, pre-approved merchandise will be sold on-site before, during, or after the event.
- Schools interested in producing merchandise using any of the approved phrases listed above must do one of the following:
 1. Contact the [WIAA Staff](#) to procure merchandise through [Rush Team Apparel](#), or,
 2. Remit a percentage of the gross revenue of merchandise sold to the WIAA. The percentage will be agreed upon by the school and the WIAA.
- Permission to distribute items onsite at a State Event must be approved by the WIAA Staff.

SPONSORSHIP/VENDOR PRESENCE

Advertising or recognition of non-school organizations/products is limited to WIAA-approved sponsors. Political displays and/or solicitation are prohibited.

