



ENGLISH SCHOOLS' ATHLETIC ASSOCIATION

SCHOOLS CROSS COUNTRY CUP 2017

ONLINE ENTRY : Closing date 19th June 2017

TEACHERS IN CHARGE OF CROSS COUNTRY - ACT NOW

The Cross Country Cup is a Team event in 3 stages:

1. The first round in October is held fairly locally.
2. Regional Finals on 11th November, there are 9 Regions in England.
3. The Cup Final on 25th November at Sevenoaks School, Kent.

Teams of 6, with 4 to count. Junior = usually Year 7 and 8, Inter = usually Year 9 and 10.

This event has no connection to your Area or County Schools Trials and selection.
Last year 579 Schools in England entered a total of 1660 teams.

How to Enter

Entries can only be made online, by staff employed at the school who must have permission from the school. When you complete your entry, you are liable to pay the Entry Fee even if you later withdraw.

All of the administration for the competition will be completed online from the ESAA website. Entries are made online as follows, it only takes a few minutes. **There are no postal entries.**

- Go to the ESAA website: www.esaa.net
- Click the **Cross Country Cup** picture box on the home page.
- Click the **Online Entry Form** button.

To prevent entries being made by unauthorised people who could gain access to the data we hold for your pupils, we need to be able to identify you as a teacher in a school in England. You need to use a school-based email address, not a private email address. To help everyone, please use the address of someone who will be working at the School in September.

- On the entry form, enter your school postcode, then click the *next step* button.
- Details of your school will then be displayed. If you are one of the few schools in the Country which share a postcode with another school you will be given the option to select which school you are. If your school has changed name or address recently your postcode might not be recognised so please use the *contact the ESAA* option to let us know – we will try to add the details within a couple of hours.
- Check that the details for your school are shown correctly. If not, click the link provided to let us know of any changes necessary.
- Enter your name, your school-based email address (not a personal address), and click the boxes to accept the associated contract statements, then click *go on to the entry form*.
- If the email address you give doesn't appear to be a valid address for your school, you will be prompted to *contact the ESAA* to let us know – we are aware that some schools change their email address format quite often, particularly when the school changes name or status. We will add in the new address format after checking your school website, and we'll email you to let you know when that has been done.
- You then need to fill in your contact details, set a password of your choosing, and tick the teams that you wish to enter. You need to remember your password so that you can log in to view the competition administration details during the course of the year.

- Click the *make this entry* button to complete your entry. **Doing this creates a contract with the ESAA** and you then immediately become liable to pay for your entry whether or not you subsequently withdraw teams.

You will see a confirmation of your entry – if anything is incorrect, click back and correct the details as necessary. The confirmation page will show details of how to pay for your entry, and how to keep track of the event administration online. Make a note of your password, however you can always request that to be emailed to you from the login page if you forget it.

Print two copies of the details – one copy for your records and the other for your Finance Department so that they can make the Entry Fee payment to the ESAA. This information can always be displayed again by logging in to the website using the email address and the password you specified in your entry.

When you complete your entry, we then send a confirmation email to the email address you gave. That email includes an **activation code** together with details of what to do with it. If you do not receive your email confirmation, it could be that you've entered your email address incorrectly (check the confirmation you printed), or it could be that your school is blocking emails from us – see below (what to do next) for further information.

Entry Fees

Entry fees are £12.00 per team. ie. two teams £24.00, three teams £36.00, four teams £48.00

Entries can be paid either electronically by BACS, internet bank transfer, or you can post a cheque to the ESAA. Payment for your entries should be received by 1st July.

What to do next

Those of you who entered previous year's Track & Field or Cross Country Cup will already be familiar with the system. Details of how to proceed will be shown on the confirmation details and in the confirmation email. You need to keep track of the competition administration by logging on to the website as follows:

- Go to the ESAA website at www.esaa.net, click the **Cross Country Cup** picture box.
- Click the **Competition Progress** button and then enter your email address and password. Note that the password is case sensitive so it needs to be entered exactly as you typed it when you filled in the entry form.
- If you've forgotten your password, you can request it to be emailed to you from the same page.

You will then be presented with a menu giving options to allow you to display all the details relevant to your own school for each round of the competition. Full instructions showing how to use all the facilities are available from this menu. You will also be presented with a notice board which will keep you informed of progress, this will also show reminders of what to do next, and when.

Activation code: The first time you log in as above, your menu will be *locked* to prevent unauthorised access, and you will be given instructions to enter your activation code. Your **activation code** is given in the confirmation email – if you haven't received that, you can request it to be re-sent from this page. If you still don't receive it, please *contact the ESAA* so that we can sort out any problem, perhaps you mis-spelt your email address, or perhaps we might need to ask your school IT department to stop blocking our emails. Either way, we **MUST** be able to contact you by email to verify that the entry is genuine. You only need to enter your activation code once – it confirms to us that you are a teacher at your school.

Whilst you **MUST** use a school-based email address to make your entry, you have the option in your menu to change your email address if you wish to use your personal address instead, however, please be aware that many free email systems like hotmail, gmail, yahoo, etc. can often treat mail from us as *spam* and either not deliver it, or deliver it into your *spam box*. We would much prefer that you always use your school-based address since we can then at least contact your IT department to sort out any problems.

Your menu: Once unlocked, your menu provides the following key options:

- Contact details for your Regional and National Secretaries.
- Facility to view details of your events
- Facility to enter the names of your squads of athletes.
- Facility to select your team and reserves for each round from the squads you have entered.
- Facility to view and print a copy of your invoice.
- Facility to change your email address and to add an assistant so that they can also have access.

The names of your athletes only need to be entered into your squads once and they will then be available to you online for their entire school life for team selection, not just in this event but also for the Track & Field Cup competition. You can add or delete names in your squads at any time so you don't need to leave everything till the last minute. You need to select your teams a couple of days before each competition.

The First Round will be set up by your Regional Secretary and details will be posted online as soon as possible after entries close. Depending on local circumstances, this might not happen until the start of the Autumn term.

All results will be displayed on the website shortly after each event. A computer program is available to competition organisers to enable full results to be quickly processed and automatically uploaded to the website.

Before each round

Details of venues and participating teams for each round will be posted on the website for you to view when you log in. Team numbers will be allocated by the Regional Secretary. Details will also be emailed to you, but we have no control over whether emails get blocked by your school or Internet Service Provider so you need to log in regularly to ensure you have all the relevant information.

You need to declare your team online a couple of days before each event - this is done by simply ticking your selected athletes and reserves from the squad lists you have previously entered, then printing the declaration form which will be displayed for you with your team selection. **It is important that you declare and save your team online before each round** – even if it is the same as the previous round. This is so that your selected athletes get allocated the right number for that round so that they appear correctly in the results.

It is important that you nominate reserves so that their names become available in the results program – in particular, for the Cup Final, only those nominated reserves will be allowed as substitutes, and we need the names to be listed in the printed programme.

You should take a copy of the completed declaration form to each round, to give to the event organiser - you can write on any last minute changes before handing it in. Numbers for the Preliminary Round, and Regional Finals must be printed from the website and copied onto card – click the **Print Your Numbers** button. Numbers for the Cup Final will be supplied by the ESAA.

Regional Finals – Saturday 11th November 2017

Details of the Regional Finals will be posted on the website shortly after all the preliminary rounds have been completed – these details will show the numbers which have been allocated to your teams. A declaration form should be completed online and taken to the Regional Final as above. You need to re-declare your team online a day or two before the Regional Final so that your athletes get allocated the correct numbers for the results program to use. Numbers for the Regional Final must be printed from the website as for the First Round.

Cup Final – Saturday 25th November 2017, Sevenoaks School, Kent

Details of the Cup Final will be posted on the website on the evening of Sunday 12th November. Finalists then need to re-declare their teams online as for earlier rounds – **these must be declared by 9am on Thursday 16th November**, so that they appear in the Cup Final event programme.

Help

If you need any help using the online facilities, you can always send a message to Joe Lee, the website host, by clicking the *Contact the ESAA* link on the website main menu. Queries about the Rules, Matches, Venues etc. should be addressed to Dave Paver at esaaxccup@hotmail.com

Results

Results for all competitions are produced by a computer program which has been specially written to interface directly with the website. This is why it is so important that you declare your teams online – your team declarations are automatically downloaded into the results program from the website, and the results are then automatically uploaded to the website so that they appear for everyone to view and print. Results can be made available online within minutes of a race finishing.

You can view previous year's results online. Click the **Select a Year** button on the Cross Country Cup page.

Closing Date for Entries

Monday 19th June 2017. Enter now while you have these details handy. Late entries cannot be accepted.

Conditions of Entry

The successful running of this competition depends on the willingness of schools to act as organising schools for the Preliminary Round and the Regional Finals. While we will discuss and ask for offers to host, if none are forthcoming, in the end we may have to appoint a host compulsorily. Schools will not be asked to host in their first 2 years of entry, or if they have hosted in the previous 2 years.

Please note that if any expenses are incurred in staging the preliminary round match (e.g. first aid cover) the host school is entitled to expect all participating schools to share the costs. Costs for the Regional Finals and Cup Final are paid by the ESAA.

Schools withdrawing teams after making their entry are still liable to pay the entry fee.

Contact Details

Details of names, addresses, and phone numbers for Local Event Organisers, County, Regional, and National Secretaries can be found online once you have entered. When you log in, you are presented with a menu giving access to all the information you need.

For queries before you enter, contact esaaxccup@hotmail.com

Insurance

All rounds of this competition are covered by the ESAA Insurance Scheme.

Important Dates

- Monday **19th June 2017** : Last day for making online entries
- Early in September : Instructions sent to registered schools
- Week from Monday **2nd to 13th October** : First Round matches
- Saturday **11th November 2017** : Regional Finals date
- Saturday **25th November 2017** : Cup Final at Sevenoaks School, Kent

We look forwards to receiving your entries for the 2017 competition.

Dave Paver esaaxccup@hotmail.com

Geoff Williams geoff.williams1949@hotmail.co.uk

Cross Country Cup Coordinators

REMINDER TO THOSE SCHOOLS HOSTING A REGIONAL ROUND

Schools who host a Regional Round will be entitled to enter one team in their Regional Round, should none of their teams have qualified from the Preliminary Round.

This entry would be in addition to the 12 teams who have qualified from the Preliminary Round.

All results for Regional Rounds and the Finals from previous years can be viewed on the ESAA Website

www.esaa.net