



ENGLISH SCHOOLS' ATHLETIC ASSOCIATION

SCHOOLS CROSS COUNTRY CUP 2018

ONLINE ENTRY : Closing date 15th June 2018

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 10th November, there are 9 Regions in England.
3. The Cup Final on 24th November at Woodbridge School, Suffolk.

Teams of 6, with 4 to count. Junior = usually Year 7 and 8, Inter = usually Year 9 and 10. Age groups are Under 14 and Under 16 as at 31st August 2018. Note that age groups go on actual age, not school year so you need to check whether any pupil is in the 'wrong' year for their age.

This event has no connection to your Area or County Schools Trials and selection.

How to Enter

PLEASE NOTE THAT THERE IS NO PAPER ENTRY FORM AND ALL ENTRIES CAN ONLY BE ACCEPTED ELECTRONICALLY THROUGH THE ESAA WEBSITE. THE ENTIRE EVENT IS ADMINISTERED ONLINE.

THIS YEAR ALL ENTRIES MUST BE PAID FOR ONLINE BY CREDIT/DEBIT CARD WHEN YOU MAKE YOUR ENTRY.

Entries **must** be made and paid for on the internet. You must be a teacher at your school and have permission from your School Principal to enter teams. The cost is £12 per team.

- a. Go to the ESAA website at www.esaa.net
- b. Click the Cross Country Cup box.
- c. Click the *Online Entry Form* button.
- d. Enter your school's postcode, if there is more than one school at that postcode, you will be prompted to select your school from a list.
- e. Enter your name and the email address issued to you by your school, NOT a personal email address, and tick each box next to the displayed statements to acknowledge that you have read and understand them. If the email address you give doesn't match a valid email address that we currently have for your school, please contact us via the *Contact the ESAA* option on the home page so that we can verify it and add it into our online system.
- f. Enter your contact details, set your own password to enable you to log in later, and tick which teams you wish to enter (note that passwords are case sensitive and you need to remember exactly how you enter it).
- g. Click the *Make This Entry* button, this displays a pro-forma invoice with all the information you've entered, you need to check it and click back if you need to make any changes.
- h. You then need to pay online immediately by clicking the *Pay Now* button at the bottom of the page.

Online payment is managed by Joe Lee, the ESAA website host, using his own administration facilities. Payments are taken via the secure payment gateway **Sagepay**. You can use either VISA or MASTERCARD, CREDIT / DEBIT cards only. Neither the ESAA nor Joe Lee will see any of your card details, we only get informed by Sagepay whether or not payment has been completed.

- i. If you complete payment, your full invoice will be displayed with options to print it. You will also be sent an email containing an activation code, with a PDF version of your invoice attached. Your entry is then finished.
- j. If you do not complete payment, you will be taken back to the pro-forma invoice and offered the chance to try to pay again. If you don't complete payment your entry will be deleted and you'll need to start over from the beginning.

2. CONFIRMATION OF ENTRY

Confirmation of entry **will not be posted to individual schools** but can be viewed online at the ESAA website when you log in, you can select the menu option **Show my entry invoice** which will display confirmation and your payment reference. Confirmation is also emailed to you when you complete payment. If you do not receive the confirmation email you need to use the *contact the ESAA* button on the website to inform us, common reasons are that you might have mis-spelled the email address, or your school might be blocking email from us. Whatever the reason, we need to sort out any problem – all the event administration relies on us being able to contact you by email.

Activating your entry

In order to prevent unauthorised people pretending to be a teacher and thus gaining access to the data we hold about the children in your school, you need to activate your entry by logging in and entering the activation code contained in your confirmation email, as follows:

- Click **competition progress** in the Cross Country Cup section of the website
- Enter your email address and password. You will then see a short menu
- Click **confirm your email** and enter your activation code.

Your menu will then become fully active and you will have access to all the facilities required to manage your competitions and teams online. You can also view and print a copy of your invoice if you haven't already done so.

Once your entry is activated, you will be able to add your personal email address to your entry so that copies of emails we send can be sent there as well as to your school email address.

Further help is available from your menu.

Entry Fees

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

Entries must be paid for online by card at the time of entry.

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 10th November 2018

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 24th November 2018, Woodbridge School, Suffolk

Details of the Cup Final will be posted on the website on the evening of Sunday 11th November. Finalists then need to re-declare their teams online as for earlier rounds – **these must be declared by 9am on Thursday 15th 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

Friday 15th June 2018. 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

- Friday **15th June 2018** : Last day for making online entries
- Early in September : Instructions sent to registered schools
- Week from Monday **1st to 12th October** : First Round matches
- Saturday **10th November 2018** : Regional Finals date
- Saturday **24th November 2018** : Cup Final at Woodbridge School, Suffolk

We look forwards to receiving your entries for the 2018 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

We will not be posting brochures to schools. Everything will be done online.