



**ENGLISH SCHOOLS' ATHLETIC ASSOCIATION
SCHOOLS CROSS COUNTRY CUP 2015
ONLINE ENTRY**

TEACHERS IN CHARGE OF CROSS COUNTRY - ACT NOW

Closing date 15th June 2015



ESAA

ESAA ENGLISH SCHOOLS'

CROSS COUNTRY CUP COMPETITION 2015

ESAA Chairman:
Miss S. Garvey



ESAA Treasurer:
Mr. L.E. Alcock

ESAA Hon Secretary:
Mr. C. Cohen, M.B.E.

Dear Colleague,

We extend a warm invitation to enter teams from your school in the 2015 Cup Competition which takes place this coming autumn. If you have entered before we hope you will do so again and encourage your neighbouring schools to enter as well.

About the Competition

The Cross Country Cup is open to all secondary schools in England to enter teams at Junior (under 14, years 7 & 8) and Intermediate (under 16, years 9 & 10) age groups. Schools may enter one team in each age group: Junior Boys, Junior Girls, Intermediate Boys, Intermediate Girls. Teams comprise 6 athletes, of which the leading 4 count towards the team score.

The competition is held over 3 rounds:

- The first round is held within your County sometime in the first couple of weeks of October, competing against the other schools who enter from your County. One of the entered schools is asked to host the event. Whilst most Counties will have just one event, some of the larger Counties may have 2 or 3 events. The first round events are usually held mid-week on a date which is arranged in consultation with the participating schools.
- The leading teams from each first round event then qualify for one of 8 Regional Finals – these are held on the first Saturday of November. The venue of each Regional Final is determined by a Regional Secretary who asks schools to volunteer to host the event. You can view a map of each Region on the ESAA website.
- The 3 leading teams in each Regional Final then qualify for the Cup Final, which is normally held on the first Saturday of December.

We regularly have over 500 schools participating across the Country – last year we had a record 1528 teams entered from 530 schools.

How to Enter

Entries can only be made online, **and only by teachers employed at the school** who must have permission from the school to make a contract. Making an entry **creates a contract** with the ESAA and you are then liable to pay for your entry irrespective of whether you later withdraw teams. Note that this contract is not subject to the Consumer Rights Directive because a school is classed as a business, not a consumer. There is no right to cancel the contract you make.

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.

In order 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. This year we have introduced a new verification system so that you need to use a school-based email address, not a private email address, as follows:

- 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 then be presented with 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 – keep one copy for your records and give the other to your school bursar or secretary so that they can arrange for payment to be sent to the ESAA. This information can always be displayed again by logging in to the website again 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 will contain 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 £10.00 per team. ie. two teams £20.00, three teams £30.00, four teams £40.00

Entries can be paid either electronically by BACS (much preferred) or you can post a cheque to the ESAA. Payment for your entries must be received within 10 working days otherwise your entry may be deleted.

Paying via BACS

Give a copy of the confirmation to your school bursar or secretary and ask them to pay the amount shown into the account – details of the account name and number are shown on the confirmation page.

Please enter your school postcode as the reference for the payment so that we can match the payment to your entry, and please also email confirmation to the email address shown on the confirmation page.

Payment by cheque

Please post a copy of your confirmation with a cheque payable to ESAA to:
Mrs M O'Donnell, 12, Elsworth Drive, Astley Bridge, Bolton, BL1 8TE

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 on the home page.
- Click the **Competition Progress** button and then enter your email address and password. Note that both the email address and password are case sensitive so they need to be entered exactly as you typed them 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: New for 2015, 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 indeed 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 Preliminary Round will be set up by your Regional Secretary and details will normally be posted online a few weeks after the closing date for entries, however, depending on local circumstances, this might not happen until the start of the Autumn term.

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 7th November 2015

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 Preliminary Round.

Cup Final – Saturday 5th December 2015

Details of the Cup Final at **Beauchamp Middle School, Bedford**, will be posted on the website on the evening of Sunday 8th November. Finalists then need to re-declare their teams online as for earlier rounds – **these must be declared by 9am on Thursday 12th November**, otherwise they will not appear in the Cup Final event programme.

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.

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 - a reply will normally be forthcoming within an hour or so.

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 if you click the **year 2014** or **Previous Years** button on the Cross Country Cup page – prior to 2013 will take you back to the old ESAA website where you need to click the relevant year, then select **Results Index** from the Cross Country Cup menu section.

Closing Date for Entries

Sunday 14th June 2015. Enter now while you have these details handy.

Absolutely no late entries will be allowed – there is a great deal of background work to do in the online system on the closing date, and there is a lot of other work for us at the same time, with preparations for Track & Field County Championships, Track & Field Cup Regional Events, and the Track & Field National Championships, all in the same week, not to mention the normal end of term exam preparations, and the end of term rush to administer the awards schemes and handle orders for badges and certificates. We consequently have no time to re-do any work which has to be completed on the closing date, so sorry, **please don't ask for a late entry!**

Conditions of Entry

The successful running of this competition depends entirely on the ability and willingness of schools to act as organising schools for the Preliminary Round and the Regional Finals. **Your registration represents a firm undertaking to organise a preliminary round if asked to do so;** it will be perfectly acceptable to use school playing fields and it will save you the bother of travelling to another venue.

Please note that the ESAA has agreed 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 pay their share of the expenses.

Schools withdrawing teams after making their entry are still liable to pay the entry fee. Schools withdrawing teams after the first round has been allocated are still liable to pay the contribution towards any expenses incurred by the host school.

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.

If you need to talk to a Regional Secretary before you make an entry, you can find their contact details online – click the **Regional Secretaries** button on the Cross Country Cup page.

Insurance

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

Important Dates

- Monday **15th June** 2015 : Last day for making online entries
- Second week in September : Instructions sent to registered schools
- Week from Monday **5th to 9th October** : Preliminary Rounds must take place
- Saturday **7th November** 2015 : Regional Round matches take place
- Saturday **5th December** 2015 : Cup Final at Beauchamp Middle School, Bedford

We very much look forwards to receiving your entries for the 2015 competition.

Yours sincerely

Maryon O'Donnell and **John Gwyther**

Cross Country Cup Coordinators
maryonodo@hotmail.com
johngwyther@btinternet.com

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 twelve 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

Type in **www.esaa.net** and view the information as needed

DID YOUR SCHOOL ENJOY THE 2014 COMPETITION?

We hope so - please enter your school again - and try to secure the entry of one new school this year.

IF YOU HAVE NEVER ENTERED - GIVE THE COMPETITION A TRY.

The school athletes enjoy and derive enormous benefit from competing against school teams outside their own immediate area. **GIVE THEM THE CHANCE!**

ENTER TODAY - DO NOT DELAY.

We look forward to receiving your entry before 15th June 2015

ESAA ENGLISH SCHOOLS'

CROSS COUNTRY CUP COMPETITION 2015

Regional Round Travel Claim

From (School Name) _____	
School Address _____	
To (School Name or Venue) _____	
Total Return Journey Distance _____ miles (shortest route – no detours, eg. to collect competitors)	Number of teams _____
Signature of claimant _____ Position _____	
For Official Use (leave blank)	
Claimable milage _____	£ :
Cheque number _____	

Claims and S.A.E. should be sent to:
Maryon O'Donnell, 12 Elsworth Drive, Astley Bridge, Bolton, Lancashire, BL1 8TE

..... please cut here

ENGLISH SCHOOLS' ATHLETIC ASSOCIATION

**ESAA ENGLISH SCHOOLS'
TRACK & FIELD CUP
COMPETITION 2016**

Look out for

The information flyer which will be
emailed direct to teachers and schools
before the end of
December 2015

You can then download the brochure and enter online

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

Entries close 28th February 2016

Joint Coordinators:

Miss E. Beveridge

Mr. P. Ponton