

# **CRYSTAL SPRINGS**

# **2012**

## **Users Handbook**

# Crystal Springs Cross Country Course User's Handbook

College Of San Mateo



## Crystal Springs Cross Country Course History

The Crystal Springs Cross Country Course was developed, as we know it today, in 1971. A verbal permit was granted to College of San Mateo and local high schools for the use as a competitive cross-country course by the then Peninsula Division of the San Francisco Water Department. Mr. Ed Fonseca granted the permit.

In 2002, the Mid-Peninsula Water Department (adjacent to the course) agreed to install power to the scoring shed on the course as a public service gesture. In order to make the installation, a permit from the now San Francisco Public Utilities Commission was required. In order to gain the access, a new written permit for land use was needed. The College of San Mateo requested the permit and was granted the permit at the cost of \$1,000.00

Robert Rush, the course director since 1971 was designated by the College of San Mateo as its continued director even though he retired from the College of San Mateo in 1995. Mr. Rush remains on the college staff as an assistant cross-country coach for this purpose.

Over the past 41 years, it has been estimated that over 400,000 student athletes have run competitively on the course. This does not include the thousands of people who use the course as a walking, jogging fitness trail. The course's contribution to the community for health and fitness is enormous. Its continued use for the schools and community is vital.

This handbook will be posted on [www.NorCalStat.com](http://www.NorCalStat.com) (on the left side of the page as Crystal Springs User's Handbook) and <http://www.lhs.fuhsd.org>.

## Crystal Springs Cross Country Course Board of Directors

*The Crystal Springs Cross Country Course Board of Directors was formed in 2004 to be a sounding board for the running course.*

### ❖ Duties of the Board:

- Meet at least once a year (or as needed) to review and formulate the rules and policies of the Crystal Springs Course.
- Be knowledgeable, know all the rules, and direct the enforcement of the rules and policies.
- Coordinate the various agencies involved in the use of Crystal Springs Cross Country Course (CSM, SF Water Department, Belmont Police Department, South County Fire Department, San Mateo County Sheriff's Department and BHClA).
- Communicate with the above agencies, race directors, league commissioners and coaches concerning the use and enforcement of rules and policies of the course.
- Determine the course use fees, and determine the distribution of such fees. These fees will be kept in a CSM trust account under the direction of CSM's Dean of Physical Education/Athletics Division.

### ❖ Starting in 2006, the board will consist of the following persons:

<i>Andreas Wolf</i> .....	Dean, Physical Education/Athletics .....	<a href="mailto:wolf@smccd.edu">wolf@smccd.edu</a> .....	574-6462
<i>Joe Mangan</i> .....	Head Track and Cross Country Coach .....	<a href="mailto:kkmckm@aol.com">kkmckm@aol.com</a> .....	918-9353
<i>Bob Rush</i> .....	Crystal Springs Course Coordinator .....	<a href="mailto:rushruner@aol.com">rushruner@aol.com</a> .....	595-3619
<i>Walt Van Zant</i> .....	SCVAL League Course Coordinator .....	<a href="mailto:waltvz@aol.com">waltvz@aol.com</a>	
<i>Bill Daskarolis</i> .....	Aragon High School .....	<a href="mailto:bdasko@comcast.net">bdasko@comcast.net</a> .....	510-657-7592
<i>Jim Hume</i> .....	Retired .....	<a href="mailto:jcdhume@sbcglobal.net">jcdhume@sbcglobal.net</a> .....	571-5913
<i>Will McCarthy</i> .....	Serra High School .....	<a href="mailto:wmccarthy@serrahs.com">wmccarthy@serrahs.com</a> .....	212-1955

## Race Directors and League Commissioners Responsibilities

- ❖ Race Directors and League Commissioners (or their designees) have the responsibility to inform coaches of the contents of this handbook.
- ❖ Race Directors will have each coach sign a statement that they have in their possession a well-equipped medical kit and a medical emergency/permission to treat card for each athlete.
  - A team that does not have a medical kit and medical emergency/permission to treat card for each athlete will not be allowed to compete. There are no exceptions to this rule and includes competition during league and section competition. Teams should also have these items when practicing on the Crystal Springs Cross Country Course.
- ❖ Each race director will designate an **ADULT SAFETY COORDINATOR** who has no other assigned duties. The duties of the **ADULT SAFETY COORDINATOR** are to:
  - Observe the competition and be capable of informing **EMERGENCY MEDICAL SERVICES PERSONAL** (refer to page 7) that they may have an athlete in medical trouble.
  - The **Emergency Medical Services Personal** should be informed that there may be an athlete in medical trouble, and then the coach and the race director should be informed.
- ❖ Each race director will designate an individual to "sweep" the 800 meters of the two-mile loop that is not visible from the shed area. This individual should have radio or telephone

**➔ Teams who break any rules of the course or neighborhood will have:**

- A letter sent to their school Athletic Director and Principal.
- This letter will explain the rule violation(s) committed,
- Moreover, to clear the violation will require the Principal to have a discussion with their Cross Country coaching staff concerning this rule violation.
- The Principal must then send a letter to the CSM Athletic Director, *Andreas Wolf*, at the College of San Mateo [**Andreas Wolf, Dean, Physical Education/Athletics, College of San Mateo, 1700 W. Hillsdale Blvd, San Mateo CA 94402**] stating that this discussion has taken place.
- In the event that the time between the offense and a league or CCS championship meet is so short that a letter is not feasible, an e-mail may be sent to *Andreas Wolfe* at [wolf@smccd.edu](mailto:wolf@smccd.edu). This e-mail should be followed by a phone call to Andreas Wolfe (650-574-6462) to make sure that the e-mail was received, and a letter for the file.
- Until this requirement is completed, your schools right to practice or compete on the Crystal Springs Cross Country Course is suspended.

## **Team Practice Policies and Procedures for Crystal Springs Course**

❖ **Teams are welcome to practice on the Crystal Springs Course. However, there are some restrictions:**

- Teams are not to practice any time there is a scheduled competition on the course. Teams are not to be on the course 90 minutes (1 ½ hours) before competition begins or within sixty minutes (1 hour) after the competition has concluded. Coaches are not to ask race directors if it is all right to, "Have a little practice as long as we stay of the way." This puts the race director in a very uncomfortable position.
- Any team found practicing during a scheduled competition will be immediately removed from the course. That team will lose the privilege of practicing on the course for the remainder of the season. Your Athletic Director and Principal will be contacted.
- If you bring 5 or more runners to the course for practice, your school should make an extra contribution to the course. Having large numbers on the course for practice puts an extra "burden" on the chemical toilets. This contribution will be on an honors basis. **A FACILITY USE FEE of a \$1.00 per athlete per visit** should be sent to Andreas Wolf, Dean, Physical Education/Athletics and the form you should complete is found on page #13.

## **Rules and Regulations for Use as a Competitive Cross Country Course**

*The location of Crystal Springs and its habitat make the following rules extremely important. The course is located on a Game Refuge. The summer and fall months have extreme fire danger.*

❖ **Not Allowed In Crystal Springs Cross Country Course Area**

- Smoking
- Dogs or other animals except medical approved animals (Seeing Eye dogs, service dogs)
- Bicycles (An exception to this rule will be allowed for a bicycle following a race during the last two miles when the athletes are out of site and a medical emergency is not visible).

- Crystal Springs Cross Country Course is designed to be one of the easiest courses to follow. There are only a couple of intersections where confusion might result. At these intersections, there are signs to point the way. There are poles in the ground to attach flagging to block wrong ways, or cones can be used. No chalk is needed or can be used at Crystal Springs. Certain areas can be marked with spray chalk, but any chalk you add must be removed after the competition. **The course director from CSM, not the meet director, must approve any special markings.**
- There are permanent distance markers for the high school one mile, high school two miles and the Community College four-mile course. There are mile markings for the college/university 5k and 8k courses.
- ❖ **Traffic and Bus Control on Hallmark Drive - Since the course is located next to a residential area, traffic and bus control is very important.**
  - Buses are not to double park in order to load or unload at any time anywhere on Hallmark Drive or in front of anyone's driveway. This is very irritating to the local homeowners who are trying to get home. Unloading and loading should be done beyond the last house on the right side of Hallmark. This is area designated for the purpose.
  - Buses are not to turn around at the end of Hallmark Drive. There is no room to turn around at the end of Hallmark. In the past, several buses have tried to turn around and have backed into private driveways, scaring the cement. These homeowners have threatened to charge the school districts with complete replacement of their driveways. We will give the contact information for buses caught turning around at the end of Hallmark Drive to the local homeowner. The athletic directors and principal of the team on the bus will be contacted, whether or not they cause damage.
- ❖ **Cars and Pedestrians: All cars should follow the normal parking restrictions in the neighborhood.**
  - Curb the wheels of your car.
  - Do not block driveways.
  - Do not park in front of fire hydrants.
  - Do not double park.
  - Follow all speed limits.
  - After the meet, athletes are not to go to Hallmark Drive without the supervision of their coach. Athletes are to stay on the course or in Hallmark Park until their bus or ride arrives. All athletes are to respect the homes and yards of the local residence. Keep out of yards and driveways.
  - All cars are subject to fines by the Belmont Police Department.
- ❖ **Mid-Peninsula Water District Tank Area:**
  - The area just above the starting area and accessed by going straight as you enter the gate off Hallmark Drive, where two large water storage tanks are located, is off limits to everyone.

## **Safety Guidelines and Procedures**




*The following information is included for the education of coaches, parents and athletes. The health of your athletes, the state of training of your athletes and the*

- Asthma...Coaches should know every member of their team that has a history of an asthmatic condition. Atomizers may be carried by the athlete (it is in the rules) or be immediately available.
- ❖ **Weather Conditions That Could Cause Postponement of Competition**
  - A device that measures temperature and relative humidity will be available in the scoring shed. Be sure to replace it when done.
    - ✓ Heat Index: The heat index is a combination of air temperature and relative humidity.
    - ✓ Heat Index Possible Heat Disorder:
      - ✓ **80 degrees Fahrenheit 90 degrees Fahrenheit...fatigue possible with prolonged exposure and physical activity**
      - ✓ **90 degrees Fahrenheit -105 degrees Fahrenheit ...Sunstroke, heat cramps and heat exhaustion possible**
      - ✓ **105 degrees Fahrenheit -130 degrees Fahrenheit ...Sunstroke, heat cramps and heat exhaustion likely, and heat stroke possible**
      - ✓ **130 degrees Fahrenheit greater...Heat stroke highly likely with continued exposure**
  - On the San Francisco Peninsula, the temperature rarely gets above 85 degrees Fahrenheit, BUT there are days in the Fall where the temperature can get well into the 90's and occasionally above 100 Degrees. When the temperature gets close to 80 Degrees Fahrenheit, we have to start looking for other factors.*
- ❖ **Guidelines to postpone or stop competition**
  - Special precautions must be taken if the sum of the temperature and relative humidity are greater than or equal to **160**.
  - IF the sum is greater than **180**, the contest should be stopped.
  - These are borderline figures, and heat illness can still occur with lower readings. Air movement and direct sunlight must also be considered.
  - It should be noted that highest temperature are usually between 2:00 p.m. and 5:00 p.m.
  - Another guide would be a RED FLAG fire day. Races should not be run if the area is designated a Red FLAG area by the weather bureau.
- ❖ **Weather Related Heat Illnesses**
  - Heat Exhaustion
    - ✓ Dehydration causes heat exhaustion. The symptoms include chills, lightheadedness, dizziness, headache and nausea. The body temperature is usually between 100-102 degrees and profuse sweating is evident.
    - ✓ Treatment should be to get the individual to a cool shaded area and administer fluids by either mouth, if conscious or IV if the individual is unconscious. Seek medical advice.
  - Heat Stroke
    - ✓ Heat stroke is caused by a sudden failure of the regulatory system of the body.
    - ✓ Heat stroke may be Fatal.
    - ✓ Some consider it to lie on a continuum with heat exhaustion.
    - ✓ Heat stroke initially appears similar to heat exhaustion, but symptoms may rapidly progress to manifest more serious neurological symptoms. These symptoms may include disorientation, loss of consciousness and seizures (status epileptics).

## Race Directors Release Form

In order to conduct a competitive cross-country race on Crystal Springs Cross Country Course the Race Director must sign and forward this form to **Joe Mangan, College of San Mateo, 1700 West Hillsdale Blvd, San Mateo, CA 94402, [manganj@smcccd.edu](mailto:manganj@smcccd.edu)**.

- ❖ This form must be submitted before a race will be scheduled.
- ❖ I have read in detail and have forwarded the information found in this handbook to the involved coaches.
- ❖ I agree to uphold all the rules, regulations and guidelines found in the *Crystal Springs Users Handbook*.
- ❖ **I have sent a copy of an insurance verification and release form to Andreas Wolf, Athletic Director, College of San Mateo. 1700 W. Hillsdale Blvd. San Mateo CA 94402**
- ❖ Failure to complete and turn in all required forms can result in denying the scheduling of the event or the cancellation of the event.

Name of School or Sponsoring Organization:			
Race Date(s)			
CCS Sanction #			
If this is a league only contest that does not require CCS Certification, identify the situation above.			
Name of Race Director (Please PRINT)			
Race Director's Address			
Race Director's E-mail address			
Office Phone 	Home 	Cell 	
Sign Name:			

**Fill out and forward to:**

**Joe Mangan, College of San Mateo, 1700 West Hillsdale Blvd, San Mateo, CA 94402**  
**[manganj@smcccd.edu](mailto:manganj@smcccd.edu)**

The College of San Mateo, or its authorized representatives, retain the right to cancel an event at any time without prior notification.

# Medical Incident Report Form

To be filled out, anytime an athlete has to be transported by emergency services.

Date \_\_\_\_\_ Air Temperature on race day \_\_\_\_\_ Humidity \_\_\_\_\_ %

Race Name		Host School	
Race Director's Name		Race Director's ☎	
Home ☎		School Phone ☎	
E-mail address			

## Athlete Involved:

Last Name		First Name	
Athlete's School		Year in school	

**Yes No** Did the athlete have a medical condition before the race—asthma, cold, flu, dysentery, vomiting (if yes describe)

How many days did the athlete train before this race? \_\_\_\_\_

**Yes No** Is the athlete overweight for their height and age? Athlete's weight: \_\_\_\_\_ lbs.

Information about the athlete's coach

Coach's Last Name		Coach's First Name	
Coach's Home ☎		Coach's E-mail:	

**Yes No** Did the coach have a medical kit in his possession?

**Yes No** Did the coach have a medical emergency card in his possession for the athlete?

How was the coach notified that the athlete had a problem \_\_\_\_\_

Who made the decision to call emergency services? \_\_\_\_\_

Use the back of this sheet and describe the incident and where on the course it took place.

## Follow Up:

How long was the athlete hospitalized? Hours \_\_\_\_\_ Days \_\_\_\_\_ Weeks \_\_\_\_\_

Where there any lasting complications? Yes No Ifereneheit Yes please describe:

Signed \_\_\_\_\_ Date \_\_\_\_\_

**Race Director Date submitted**

Submit to: **Andreas Wolf**, Dean, Physical Education/Athletics, College of San Mateo, 1700 W. Hillsdale Blvd, San Mateo CA 94402...Phone: 650-574-6462.....E-Mail [wolfrenheit@smccd.com](mailto:wolfrenheit@smccd.com).





# BELMONT POLICE DEPARTMENT

## APPLICATION / CONTRACT FOR EXTRA POLICE SERVICES

The **undersigned** requests special police services above and beyond those normally provided, and does agree to pay fully for those services. The **undersigned** further **fully understands** and agrees that the conditions and rules outlined will apply to such extra police services.

Location \_\_\_\_\_

Date: \_\_\_\_\_ Time (from) \_\_\_\_\_ to \_\_\_\_\_

Total Hours \_\_\_\_\_ Number of officer(s) requested \_\_\_\_\_

Will alcohol be served? Yes: \_\_\_\_\_ No: \_\_\_\_\_ Estimated size of gathering \_\_\_\_\_

Will other adult supervision be present? Yes: \_\_\_\_\_ No: \_\_\_\_\_

The cost of personnel used will be the base pay hourly rate of the personnel used plus 10%. Payment must be paid in advance of the scheduling of the officer and **in no case less than fifteen (15) days prior to the event**. Payment should be made out to the Belmont Police Department. Payments should be sent to:

**Belmont Police Department  
One Twin Pines Lane, Suite 160, Belmont, CA 94002  
Attn: Contract Assignments coordinator**

**Please read the following statements carefully.** When you sign this agreement, you are agreeing to all the conditions listed.

The **undersigned agrees** that all police services furnished shall be under the direction and control of the chief of Police of the city of Belmont and continually subject to the orders and directions of those supervisors appointed by the Chief of Police. The **undersigned shall not** interfere, nor hinder the appropriate delivery of police services, including law enforcement functions.

The **undersigned agrees** to pay for all such extra services requested as described above. The **undersigned understands** that he/she may be billed as the responsible party for extra costs incurred by the police department for any additional extraordinary police services required.

The Belmont Police Department reserves the right to assign the classification of personnel to contract assignments as it deems appropriate. For example, a non-sworn community Service Officer may be assigned to a traffic control assignment, in lieu of a sworn Police Officer. The hourly rate billed to the undersigned will reflect the hourly rate of personnel assigned.

