

**College of San Mateo - CSM Crystal Springs Cross Country Course
Course Use Contract(New)**

Event(s) Name _____	Responsible Organization or School _____	_____
Event Director _____	Director's Affiliation _____	_____
Director's E-Mail _____	Director's Phone # _____	_____
Home Address _____	City _____	State _____ Zip _____
Event Date(s) _____	1 st Race Start Time _____	_____

Race Event Director's Responsibilities: Form can be used for multiple events on different days the course.

- ✓ **CSM Crystal Springs Cross Country Course Handbook:** Be responsible for making sure that all Head Coaches of each participating school or institution has a copy of and has read the **CSM Crystal Springs Cross Country Course Handbook**.
- ✓ **Course Rules Enforcer:** As Meet Director, you must assign an adult to be the **Course Rules Enforcer**. The **Rules Enforcer** is responsible for making sure that all participants and spectators follow the rules in the handbook. Rules such as no dogs, bikes or other wheeled toys; no throwing of game type balls, football, soccer, tennis, etc.; no rock throwing, especially by younger siblings that might be in attendance, and no flying of drones or use of other remote control devices.
- ✓ **Adult Medical Observer:** The Meet Director will assign an **adult Medical Observer** responsible to the assigned EMT who will inform the EMT of any medical needs of a runner on the course or any spectator who needs medical attention.
- ✓ **Medical Card and First Aid Kit:** Will be responsible for having each Head Coach sign and verify that they have in their position **a medical card for each runner and a minimal medical kit on site**. If it is determined that a coach does not have the required medical **Medical Emergency Card**, those runners will not be allowed to participate. A race may not begin until the Emergency Medical Technician is present on the course. A "card" on a cell phone will not be acceptable
- ✓ If the Race Director **knowingly allows** an athlete to participate without a medical card in position, that Race Director will be fined, and a letter will be written to his/her Athletic Director **and** Principal or President. Also, your event will not be allowed to return the following year to participate on the CSM Crystal Springs Cross Country Course. Allowing an athlete to run when you know there is no medical card with the coach is a major violation.
- ✓ **Course Garbage:** It is the Race Director's responsibility to make sure that all garbage is placed in the main dumpster. The **green recycle bins will no longer be available**. All garbage will go in the main dumpster. **NO garbage should be dumped in any container in Hallmark Park. Make this announcement before and at the conclusion of the final event.**
 - # All recyclable, **plastic bottles and all cardboard**, will be hauled out by those who brought these items into the course. If plastic bottles or cardboard are found in the dumpster, and it is determined that the event of that day is responsible, that Race Director will be responsible for taking out those items from the dumpster and take them back to his/her school or home for recycling.
- ✓ **Course Cleanup:** The course and team areas shall be cleaned up in detail. No gum wrappers and other small items can be left on the course anywhere. If this can't be accomplished on race day, then the Race Director is to come back the next day and do the complete, detailed cleanup of the course before the next scheduled event. Clean-up includes the areas around the port-a-potties. Latex gloves are available for that situation in the scoring shed. The shed has to be swept out. **If the course is not properly cleaned up in detail, the responsible organization or school will be heavily fined to pay for the clean-up.**
- ✓ **Athlete Warm-Ups:** It is the Race Director's responsibility to make sure warm ups are conducted in the proper places— NONE on Hallmark Drive. No runners are allowed on Hallmark Drive without a coach or parent, and never for their warm-up. All traffic rules are to be observed, like no double parking for any reason. No one allowed on private property.

I have read and understood all of the above regulations concerning CSM Crystal Springs Course.

Race Director's Signature _____ Date _____

- ✓ **This signed form must be in the hands of CSM Athletic Director Andreas Wolf before your date will be finalized.**

% Andreas Wolf CSM A. D., College of San Mateo, 1700 W. Hillsdale Blvd. San Mateo CA 94402; Athletic Office
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