SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT

SVSOA
Silicon Valley Sports Officials Association

Race Directors and Coaches Handbook

2023

San Mateo County Community College District

Crystal Springs Cross Country Course

Belmont, California

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Race Directors and Coaches Handbook - 2021

San Mateo County Community College District, Belmont, California

Crystal Springs Cross Country Course

I. Course History

The Crystal Springs Cross Country Course was developed, as we know it today, in 1971.

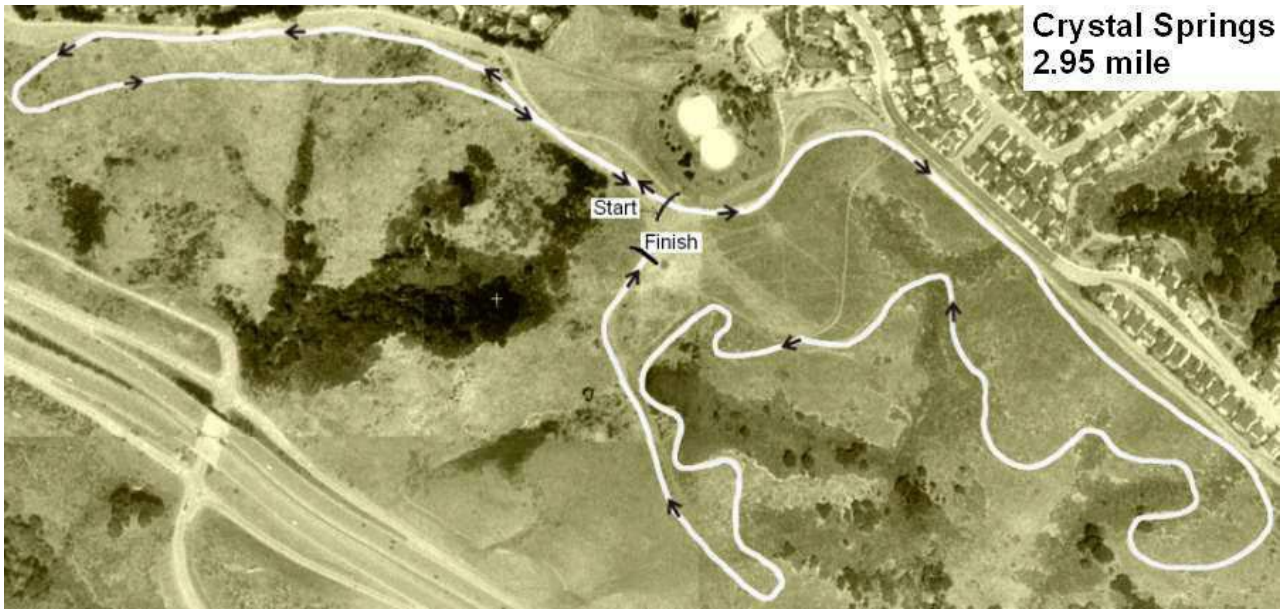
A verbal permit was granted to College of San Mateo and local high schools for the use as a competitive cross-country course by the then Peninsula Division of the San Francisco Water Department. Mr. Ed Fonseca granted the permit. Robert Rush was designated by the College of San Mateo as the course director from 1971 to 2020 and remained as course director even though he retired from the College of San Mateo in 1995. Robert Rush continues to provide guidance to the cross-country track community.

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 provide power for the scoring shed, 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 acquired by the College of San Mateo.

In 2021, SMCCCD acquired a land use license from the San Francisco Public Utilities Commission, with the intent to continue to support the sport of cross country running and offer this valuable resource to the community. The Silicon Valley Sports Officials Association was selected to assist with the race planning, contracting, billing and operations of the course.

Over the past 45 years, it is estimated that over 600,000 student athletes have run competitively on the Crystal Springs Cross Country Course. Thousands of community members have enjoyed the course as a walking, jogging, and fitness trail. The course's contribution to the community for health and fitness is enormous. Its continued availability for school and community use is vital.

**This handbook will be posted on SVSOA website*



II. Crystal Springs Cross Country Course Key Contacts

Name	Role	Email	Phone
Michael Adam	Silicon Valley Sports Officials Association	madam@svsoa.com	650-270-6453
Mac Parfet	Silicon Valley Sports Officials Association	treasurer@svsoa.com	510-715-7311
Andreas Wolf	College of San Mateo, Athletic Director	wolf@smccd.edu	650-574-6462
Michele Rudovsky	SMCCCD, Director of Maintenance and Operations	rudovskym@smccd.edu	650-358-6733

III. Race Directors and League Commissioners Responsibilities

A. Race Directors and League Commissioners (or their designees) have the responsibility to inform coaches of the contents of this handbook.

B. 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.

C. 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. **No exceptions**. This includes competition during league and section competition. Teams should also have these items when practicing on the Crystal Springs Cross Country Course.

D. Each race director will designate an adult safety coordinator. The duties of the safety coordinator are to:

   I. Observe the competition and be capable of informing a trainer, if one is present, the affected coach and the race director that they may have an athlete in medical trouble.

   II. If a trainer or other medical personnel are at the race, they should be informed first that there may be an athlete in medical trouble, and then the coach and the race director should be informed.

E. Race directors will also assign an adult Course Rules Director. The Course Rules Director will observe the race area and report to the Race Director any rules violations for action such as dogs, bikes, drones, rock throwing football or soccer like games. Schools associated with these violators may be subject to fines and other disciplinary actions.

F. Each race director will designate an individual to monitor athletes along the 800 meters of the two-mile loop that is not visible from the shed area. This individual should have radio or telephone contact with the adult medical coordinator. The use of a bicycle or other vehicle is authorized for this purpose.

G. The race director shall submit a written report to the SVSOA at treasurer@svosa.com explaining in detail any time an athlete has to be transported to a medical facility. [A form on page 12 is supplied for this purpose.] This report should include the following:

1. Athlete's name, school, and year in school.
2. Coach's name, phone number and e-mail address.
3. Did the coach have a medical kit and emergency card in his/her possession for the athlete?
4. Describe the incident: What was the condition of the athlete? How was the coach notified? What first aid was given? Who made the decision to call emergency aid?
5. Information on the athlete: Was the athlete sick before the race? How many days of training had they had before the race? Is the athlete obviously overweight?
6. How long was the athlete hospitalized? Were there any long-lasting complications?
7. What was the air temperature? Relative humidity? And wind conditions at the time of the race?

IV. Emergency Phone Numbers:

The designated race medical authority is designated to call the emergency number 911.

Any other person who calls 911 on their own will be responsible for possible duplication and any other ramifications of calling 911 without authorization.

- Be sure to give the location of the downed runner. If the runner is out on the course in a location that cannot be reached by a large fire truck, be sure to mention this to the dispatcher. The fire department may dispatch a smaller unit that can go out on the course and transport the runner to a safe location. The fire station on Ralston Ave. now has a pickup truck available that can go out on the course.

- If the coach or race director calls for emergency services, the runner will automatically be transported to a local hospital for evaluation. Only a parent or legal guardian can stop the athlete from being transported.

V. Team Practice Policies and Procedures for Crystal Springs Course

Teams are welcome to practice on the Crystal Springs Course, with the following 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 alright 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 have a letter sent to their school's principal as explained on page 6. Any team found practicing during a scheduled competition could lose the privilege of practicing or racing on the course for the remainder of the season and be fined $200.

- If you bring 10 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 $60 should be sent to Silicon Valley Sport Officials Association and the form you should complete is found on page #13.

VI. 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 State Game Refuge. The summer and fall months have extreme fire danger.

A. Restrictions

The Following Are **Not Allowed** on the Crystal Springs Cross Country Course Area.

1. Smoking
2. Dogs Or Other Animals Except Medical Approved Animals (Seeing Eye Dogs, Service Dogs)
3. Bicycles and e-bikes (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 sight and a medical emergency is not visible).
4. Unauthorized Motor Vehicles of Any Kind
5. Campfires Or Open Flames or Bar-B-Q's
6. No model airplanes, cars or helicopters(drones) radio-controlled items.
7. No alcohol of any type is allowed on the property.
8. No glass containers allowed on the property.

B. Miscellaneous Rules

1. No rock throwing.
2. No ball throwing…football, baseball, soccer, tennis, golf, handball, nerf or any other type of ball.
3. No boom boxes and other loud music devises

C. Debris and Cleanup

1. Have each team police their team area.
2. It is the race director's responsibility to make sure the entire area is clean at the end of the day.
3. A fine will be assessed to the Race Director for even minor garbage found on the course after competition.
4. **The fine is the actual costs of the facility people at their overtime rate.**
5. There will be a debris box for garbage and a separate recycle box for recyclable items.
6. Any athlete found to put materials in the wrong box container, his school will be fined $200.
7. Any school that if found to put garbage or recyclable materials in Hallmark Park containers will be fined.
8. Any school that is found to leave garbage on Hallmark Drive street or sidewalks will be fined.

D. Locks

The access gates, the power control box and the shed all have the same combination. The course director

will give out the combination to these locks to race directors only. This combination is subject to change for security reasons. Be sure to confirm lock combination with SVSOA coordinator.

E. Access Gates

There are two main access gates on the course. One is located at 2563Hallmark Drive, the other about 75 yards in by the outer drinking fountains. They are both to be left open during competition for emergency access. It is also important to lock the locks on the gates after they have been opened so they won't get stolen.

F. Electric Power

The power control box is located by the fence above the starting area. The power box must be opened in order to have power at the scoring shed. The power box should be locked in the open position while in use. The power control box must be turned off and locked at the end of the season. The breaker box in the shed must be turned off at the end of the day.

G. Scoring Shed

The scoring shed is available for use by race directors. There is power and water at the shed area.The race director is responsible for opening and secure the shed at the end of the day. The shed is not to be used as a team area by the host team. Only race officials are allowed in the shed.

H. Shed Cleanup

The scoring shed should be cleaned and straightened out at the end of the day. It should be sweptout (brooms located behind the door.) A $200 fee will be charged to the Race Director if not done.

I. Course Markings

The 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. Certain areas can be marked with spray chalk, but any chalk you add must be removed after the competition. The course director, 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.

VII. Traffic and Bus Control on Hallmark Drive

Since the course is located next to a residential area, traffic and bus control is very important.

A. Buses

NEW – SEE THE PILOT BUS PROGRAM ATTACHMENT FOR THE ALL MEETS

Unloading and loading should be performed at the Saint James gate. This is area designated for the purpose.

Buses are not to double park in order to load or unload at any time anywhere on Hallmark Drive, nor may they park in front of anyone's driveway. This is very irritating to the local homeowners.

If a bus or car is found to double park, parked in front of a driveway, or parked in a handicapped zone, (even if just to unload or load passengers), that school will be fined $200 for the first offense and $500 for each additional offense.

Buses may not turn around at the end of Hallmark Drive as there is no room to safely do so. A letter will be sent to the offending school principal, reporting the bus driver's inappropriate behavior and any damage to residential property.

B. Cars and Pedestrians

All cars must follow the normal parking restrictions in the neighborhood.

1. Curb the wheels of your car.
2. Do not block driveways.
3. Do not park in front of fire hydrants.
4. Do not double park.
5. Follow all speed limits.
6. All cars are subject to fines by the Belmont Police Department
7. Do not move garbage carts.
8. 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.

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 residents. Keep out of yards and driveways.

VIII. Coaches Responsibility

The coach of each respective school bears the ultimate responsibility for all of the above rules and regulations.

Teams who break any rules of the course or neighborhood will have a letter sent to that school's Principal and be fined between $200 and $500 depending of the rule broken. This letter will explain the rule violation committed by that school. It will also require the Principal to have a discussion with their Cross Country coaching staff concerning this rule violation.

The Principal will then return a letter or email stating that this discussion has taken place. Failure of completing this procedure will result in the denial of that school to practice or compete on the Crystal Springs Cross Country until this requirement is completed. Principal's return letters or emails are to

be sent to the Treasurer@svsoa.com. If a rule is broken just before a Championship Competition the above process must be completed before that school will be allowed to compete in the championship race or any other race.

It is the responsibility of the meet director to convey these rules to the coaches in their meets.

There will be a copy of this handbook in the scoring shed but Coaches and Race Directors should carry a copy with them on race day.

Appendix A – 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 weather conditions on race day are all factors which must be considered by coacheswhen they send an athlete to the start line.

A. Required Emergency Medical Services

Emergency Medical Services are required to be on site for all competitions.

This person needs to be contacted and on site for any competition on the course.

Failure to have a designated race medical authority on site for competition is a MAJOR rule violation.

B. Weather Conditions and Factors

The weather conditions on the San Francisco Peninsula are constant and mild, however, the Fall Cross Country Season usually brings the warmest days of the year.

1. The factors that bring about conditions that require caution when running a competitive race are air temperature, relative humidity, and lack of air movement (wind) and direct sunlight.

The factor that plays the largest role is humidity. High humidity in combination with higher temperatures, causes the body to retain heat, dispersion of heat from evaporation slows down.

Acclimatization: Gradually build up the tolerance for running in hot weather

Levels of Fitness: Highly fit individuals are more tolerant to heat than those that are less fit. Be especially carefully during early season competition on hot humid days.

C. Avoiding Heat Stress Injury

Good practices that help athletes avoid medical problems during cross country training and races.

Hydration: Drink plenty of fluids on a constant regime, in the days prior to competition and in the daily practice routine. Keep in mind that sugared soft drinks are not the type of fluid to include on the list of fluid to prevent dehydration. This includes Gatorade.

A simple test to check for dehydration is to pinch the skin on the back of the hand between wrist(watch) area and the knuckle of the hand. Release the pinch and the area should flatten back out within a couple of seconds, if not, the fluids are needed.

D. Rainy Day or Muddy Conditions of the Course

The Cross Country Course will be closed to practice and competition on rainy days and after rainy days when muddy conditions are present on the course. The muddy footprints will harden when the sun comes out and make for unsafe running conditions for athletes competing in organized race competitions.

E. Medical Conditions and General Health

Medical conditions and general health can contribute to medical problems during cross country training and races

1. Conditions such as asthma, colds, flu, dysentery, vomiting deplete the hydration level of the body greatly.
2. Running a race while either coming down with or recovery from any of the above conditions can produce serious effect of heat.

3. Coaches should use extreme caution in running an athlete that has the above conditions, especially on hot days.

Although coaches usually discuss the above situations with their athletes, the athletes sometimes withhold information from their coaches. Coaches should be on the lookout for the following warning signs.

1. Absence from school in days prior to competition
2. Coughs, running noses, watery eyes.
3. Poor performance during practice.

Athletes should be taught to check the color of their urine. Dark yellow urine is a sign of dehydration, although some B vitamins can turn the urine a bright yellow.

F. 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's in the rules) or be immediately available.

G. Weather Related Heat Illnesses

1. Heat Exhaustion
2. Heat exhaustion is caused by dehydration. The symptoms include chills, lightheadedness, dizziness, headache, and nausea. The body temperature is usually between 100-102 degrees and profuse sweating is evident.
3. Treatment should be to get the individual to a cool shaded area and administer fluids either by mouth, if conscious or IV if the individual is unconscious. Seek medical advice.
4. Heat Stroke
5. Heat stroke is caused by a sudden failure of the thermoregulatory system of the body.
6. Heat stroke may be fatal.
7. Some consider it to lie on a continuum with heat exhaustion.
8. It initially appears similar to heat exhaustion but may rapidly progress to manifest more serious neurological symptoms: disorientation, loss of consciousness and seizures (status epilepticus).
9. The body temperature may be higher than 104 degrees F. Sweating is often absent, but the skin may be quite moist from earlier perspiration. The core temperature must be brought down immediately.
10. There is usually a sinus tachycardia present, with the pulse noted to be faster than 160.
11. The blood pressure may be low.
12. Kidney damage (acute nephropathy) occurs in about 35 per cent of cases. Rhabdomyolysis (muscle breakdown products) contributes to kidney injury. Liver damage is also evident when liver enzymes are measured following heatstroke.
13. These are the individuals who get "packed in ice". Rapid medical attention is vital.

H. Weather Conditions That Could Cause Postponement Of Competition

Heat Index: The heat index is a combination of air temperature and relative humidity.

Heat Index Possible Heat Disorder:

80Deg. F-90Deg. F	Fatigue possible with prolonged exposure and physical activity
90 Deg.F-105Deg F	Sunstroke, heat cramps and heat exhaustion possible
105Deg F-130Deg. F	Sunstroke, heat cramps and heat exhaustion likely, and heat stroke possible
130FDegrees or greater	Heat stroke highly likely with continued exposure

On the San Francisco Peninsula, the temperature rarely gets above 85 degrees F.

There are days in the fall where the temperature can get well into the 90's and occasionally above 100 Degrees.

It is when the temperature gets close to 80 Degrees F that we must start looking for other factors.

A device that measures temperature and relative humidity will be available in the scoring shed.
Be sure to replace it when done.

I. Conclusion on Safety Guidelines and Procedures

1. 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.
2. These are borderline figures, and heat illness can still occur. Air movement and direct sunlight must also be considered.
3. It should be noted that the highest temperatures are usually between 2 and 5 pm
4. Another guide would be a RED FLAG fire day. Races should not be run if the area is designated a red flag fire area during the months of August through November by the weatherbureau.

Appendix B – Forms

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 **treasurer@svsoa.com.** 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 Race Directors Handbook. I have sent a copy of an insurance verification and release form to the SVSOA at Treasurer@svsoa.com

Failure to complete and turn in all required forms can result in denying the scheduling of the event orthe cancellation of the event.

Name of School or Sponsoring Organization: _____

Name of Race Director (Please PRINT): _____

Race Date(s): _____

CCS Sanction #: _____

If this is a league only contest that does not require CCS Certification, identify the situation below.

_____

_____

_____

_____

Print Name: _____

Signature _____

Title _____

Date _____

Complete and send to treasurer@svsoa.com.

Coaches' Sign-In Form: Attestation to Possession of a

First Aid Kit And Athlete's Emergency Cards

Crystal Springs Cross Country Course

Date: _____

Air Temp on Race Day _____ °F

Relative Humidity _____ %

In recognition of your acceptance of my entries for this race, I certify that I have in my possession a ***properly equipped first aid kit*** **and the** ***Emergency Cards*** for all my athletes. Emergency cards on smartphones will not be accepted.

School (Please Print)	**Name (Please Print)**	**Signature**

Teams that cannot produce medical cards for their athletes will not be allowed to compete. This is a major rule violation that will result in a letter to the violating school's principal.

Race Director:

Print Name: _____ Signature: _____

Medical Incident Report Form

To be filled out by the race medical director, anytime an athlete is transported by emergencyservices.

Date: _____ Air Temp on Race Day _____ °F

Relative Humidity _____ %

RACE INFORMATION

Race Name: _____ Host School: _____

Race Director's Name _____ Race Director's Cell Number _____

Race Director's Home Phone _____ School Phone _____

Race Directors' Email Address _____

ATHLETE'S INFORMATION

Athlete's Last Name _____ Athlete's First Name _____

Athlete's School Name _____ Athlete's Year in School _____

1. Did the athlete have a medical condition before the race (asthma, cold, flu, dysentery, vomiting)? **YES NO**

   If yes, please describe: _____

   _____

2. How many days did the athlete train before this race? _____

_____

ATHLETE'S COACH'S INFORMATION

Coach's Last Name: _____ Coach's First Name: _____

Coach's Cell Number: _____ Coach's Email Address: _____

1. Did the coach have a medical kit in his possession?

2. Did the coach have the athlete's medical emergency card in his possession?

3. How was the coach notified that the athlete had a problem?

   Please describe: _____

   _____

4. Who made the decision to call emergency services? _____

5. Describe the incident and where on the course it took place

   Please describe: _____

   _____

RACE DIRECTOR

Print Name: _____ Date Signed: _____

Signature: _____ Date Submitted: _____

Submit to: treasurer@svsoa.com.

Crystal Springs Cross Country Course – Course Responsibilities

Event Dates: _____ Start Time of First Event: _____

Event Name: _____

Event Director's Name: _____ Event Director's Affiliation: _____

Race Event Director's Responsibilities:

1. Be responsible to make sure that all Head Coaches of each participating school or institution has a copy and has read the Crystal Springs Cross Country Course Handbook.

2. Will assign an adult to be the Course Rules Enforcer. This person shall be responsible to make sure that all participants and spectators follow the rules in the handbook, such as no dogs, bikes or other wheeled toys, game type balls, football, soccer, tennis, etc. No rock throwing , especially younger siblings that might be in attendance. No drones or other remote-control devises.

3. The Meet Director will assign an adult Medical Observer responsible to the assigned EMT and will inform the EMT of any medical needs of a runner on the course or any spectator than needs medical attention.

4. Will be responsible to have 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 card(s) those runners will not be allowed to participate.

5. If the Race Director knowingly allows an athlete to participate without a medical card in position. That Race Director will be fined, a letter to his/her Principal or President will be written and that event will not be allowed to return the following year to participate on the Crystal Springs Cross Country Course. This is a major violation.

6. Course Garbage: It is the Race Director's responsibility to make sure that all garbage is placed in the main dumpster. All garbage will go in the main dumpster. NO garbage will be allowed to be dumped in any container in Hallmark Park. This should be announced before and at the conclusion of the final events. Any garbage from the event found in Hallmark Park is to be hauled back to the main dumpster or taken home. All recyclable plastic bottles and all cardboard will have to be PLACED IN THE BLUE RECYCLE BIN. If plastic bottles or cardboard is found in the dumpster and it is determined that the event of that day is responsible, the Race Director will be responsible to take out those items from the dumpster and PLACE THEM IN THE PROPER RECYCLE BIN.

7. 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.

8. It is the Race Director's responsibility to make sure warmups are done in the proper place—NONE on Hallmark Drive. No runners are allowed to go out on Hallmark Drive without a coach or parent. All traffic rules are to be observed, like no double parking for any reason. No one allowed on private property.

9. I have read and understand all the above regulations concerning Crystal Springs Course.

Event Race Director:

Print Name: _____

Signature: _____

Date: _____

Principal / President:

Print Name: _____

Signature: _____

Date: _____