



BELMONT POLICE DEPARTMENT

APPLICATION AND CONTRACT FOR EXTRA DUTY POLICE SERVICES

EVENT INFORMATION

EVENT: _____

EVENT LOCATION: _____

DATE: _____ TIME (FROM): _____ TIME (TO): _____ TOTAL HOURS: _____

NUMBER OF OFFICER(S) REQUESTED: _____ WILL ALCOHOL BE SERVED? YES ___ NO ___

ESTIMATED SIZE OF EVENT: _____ WILL OTHER ADULT SUPERVISION BE PRESENT? YES ___ NO ___
(PERSONS)

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

The undersigned requests special police services above and beyond those normally provided, and does agree to pay fully for those services. The cost of the personnel used will be based upon the actual cost to the City of Belmont at overtime rate.

The undersigned further fully understands and agrees that the conditions and rules outlined will apply to such extra police services.

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 service 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 rate billed to the undersigned will reflect the rate of personnel assigned.

Signature

Date



BELMONT POLICE DEPARTMENT

HOLD HARMLESS AND INDEMNITY AGREEMENT

The undersigned shall indemnify and hold harmless the City of Belmont, its officers, employees and agents from and against all claims, demands causes of action, suits and charges, including costs and expenses incurred in connection therewith for death or injuries to persons, for loss of damage to property arising out of or in connection with the acts of in the undersigned in the performance of this agreement. In the event of any claims made or suits filed, the City of Belmont shall give the undersigned prompt written notice thereof and the undersigned shall have the duty to defend or to settle the same to the extent of his/her obligation thereunder.

I UNDERSTAND that should officers be provided, their services are subject to the priority of police services required within the whole City of Belmont.

Submission of this application does not insure extra services will be provided; unused funds will be returned.

This application becomes the agreement between the parties when signed by the Chief of Police or their authorized representative.

APPLICANT INFORMATION

NAME OF APPLICANT: _____ ORGANIZATION: _____

ADDRESS: _____

HOME PHONE: _____ MOBILE PHONE: _____

SIGNATURE: _____ DATE: _____

POLICE DEPARTMENT USE ONLY

DATE RECEIVED: _____ APPROVED DENIED BY: _____

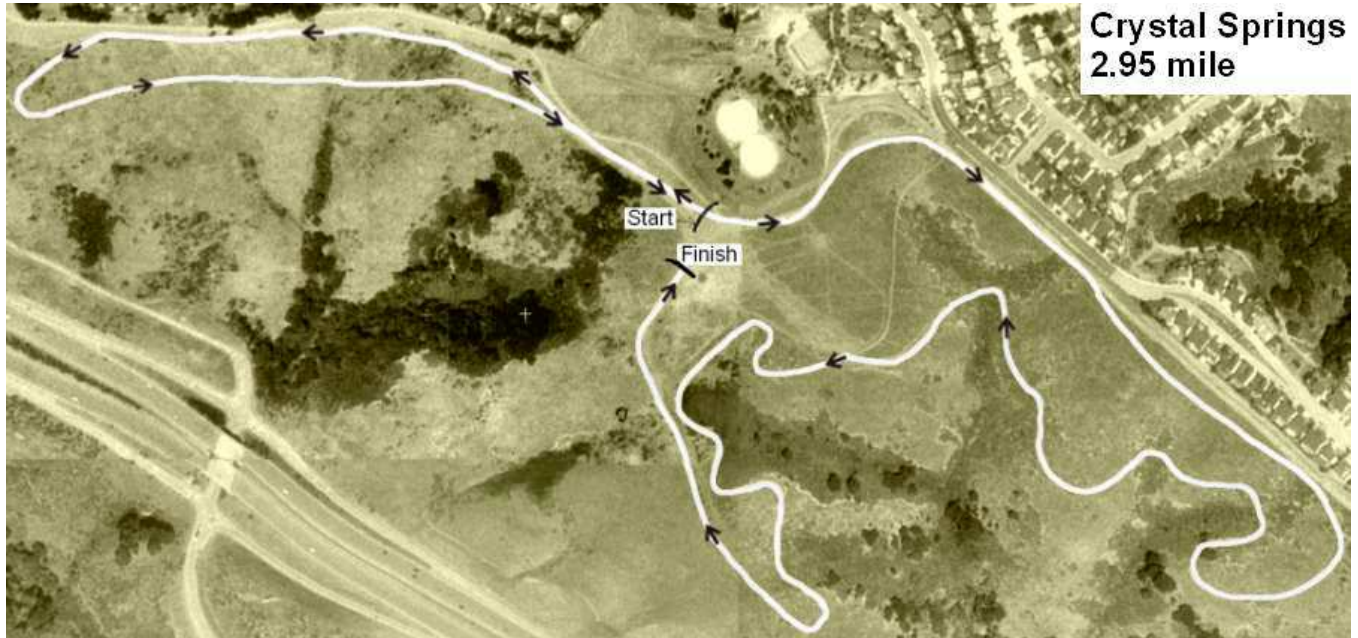
REASON FOR DENIAL: _____

FEES RECEIVED: YES NO DEPOSIT WAIVED AMOUNT RECEIVED: _____

PERSONNEL ASSIGNED: _____

Crystal Springs Cross Country Course Race Directors and Coaches Handbook

College Of San Mateo 2019



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 45years, it has been estimated that over 600,000 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 courses 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 (on the left side of the page as Crystal Springs Race Director's Handbook) and <http://www.lhs.fuhd.org>.

The cover page for this manual in the last page of this document

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Crystal Springs Cross Country Course Race Directors and Coaches Handbook

College Of San Mateo 2019

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 and 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 Belmont Heights Civic Improvement Association-BHCIA).
- 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.
- The board will consist of the following persons.,
- **Andreas Wolf**.....Dean, Physical Education/Athletics..... wolf@smccd.edu..... 574-6462
- **Bob Rush**.....Crystal Springs Course Director..... rushruner@gmail.com..... 595-3619
- **Frank Hunt**.....Aragon High Schoolfhunt39@sbcglobal.net 863-2598
- **Jim Hume**.....Retired.....jimhume@comcast.net773-2381
- **Mike Bower**..... Retiredmvalbower@gmail.com.....532-3427

Race Directors and League Commissioners Responsibilities

- **Race Directors and League Commissioners (or their designee) 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.** 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.**
- Each race director will designate **an adult safety coordinator**. The duties of the safety coordinator are to:
 - 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**.
 - 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.

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

- 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 contact with the adult medical coordinator. **The use of a bicycle or other vehicle is authorized for this purpose.**

- The race director shall submit a written report to **Andreas Wolf**, College of San Mateo's Dean, Physical Education/Athletics, explaining in detail any time an athlete has to be transported to a medical facility. [**Form on page 12 is supplied for this purpose.**] This report should include the following:
- Athlete's name, school, and year in school.
 - Coach's name, phone number and e-mail address.
 - Did the coach have a medical kit and emergency card in his/her possession for the athlete?
 - 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?
 - 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 over weight?
 - How long was the athlete hospitalized? Were there any long lasting complications?
 - What was the air temperature? Relative humidity? And wind conditions at the time of the race?

Emergency phone numbers:

The EMT (Peter Tapia) is the only person who can authorize 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 will then dispatch as 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 can stop the athlete from being transported.

Team Practice Policies and Procedures for Crystal Springs Course

Teams are welcome to practice on the Crystal Springs Course, there are some restrictions however:

- 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 \$200.00**
- 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 \$30.00 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 State Game Refuge. The summer and fall months have extreme fire danger.

The Following Are Not Allowed In Crystal Springs Cross Country Course Area.

1. Smoking
2. Dogs Or Other Animals Except Medical Approved Animals (Seeing Eye Dogs, Service Dogs)
3. 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).

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.

Miscellaneous Rules

No rock throwing

No ball throwing...football, baseball, soccer, tennis, golf, handball, nerf or any other type of ball.

No boom boxes and other loud music devises

Debris and Cleanup

Have each team police their team area. It is the race director's responsibility to make sure the entire area is clean at the end of the day. **A fine of \$200.00 will be assessed to the Race Director for even minor garbage found on the course after competition. If major amount of garbage is found the fine will be upped to \$500.00..This includes the areas around the chemical toilets.**

There will be a **debris box** for garbage and a separate **recycle box** for recyclable items. Any athlete found to put materials in the wrong box container, his school will be fined \$200.00

Any school that if found to put garbage or recyclable materials in **Hallmark Park** containers will be fined \$200.00 Any school that is found to leave garbage on Hallmark Drive street or sidewalks will be fined \$200

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 check.

Access Gates: There are two main access gates on the course. One is located on Hallmark 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.

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.

Scoring Shed: The scoring shed is there for the use of race directors. There is power and water at the shed area. The race director is responsible to open 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.

Shed cleanup: The scoring shed should be cleaned and straighten out at the end of the day. It should be swept out (brooms located behind the door.) **A \$50.00 fee will be charged to the Race Director if not done.**

Course Markings: 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 results. 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, 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

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. **If a bus or car is found to doubled park, park in front of a driveway, or a handicapped zone, in order to unload or load passengers, that school will be fined \$200.00 for the first offence and \$500 for the second offence.**

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. Any buses caught doing this, will be turned over to the local homeowner for possible litigation. A letter will be sent to the offending school principal.

Cars and Pedestrians: All cars should 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. **The speed limit on Hallmark Drive is 30mph all side streets the limit is 25mph**
6. 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.

8. All cars are subject to fines by the Belmont Police Department.

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.

Coaches Responsibility

The coach of each respective school bares 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 Athletic Director, Andreas Wolf at the College of San Mateo wolf@smccd.edu 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 Race Directors should carry a copy with them on race day.

Appendix

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 coaches when they send an athlete to the start line.

Safety Guidelines And Procedures

Emergency Medical Services Required to be on site for all competitions.

Peter Tapia-Crystal Springs Medical Advisor or his designee.
P.O. Box 833
Penngrove CA 94951-0833
Phone: 415-722-8876
peter@specialmedicalaid.com

This person needs to be contacted and on site for any competition on the course. Failure to have Peter Tapia or his designee on site for competition is a **MAJOR rule violation.** Contract arrangements will be decided between the meet director and Mr. Tapia.

Weather Conditions and Factors: The weather conditions on the San Francisco Peninsula are fairly 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.
2. 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.
3. 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 Gatoraide

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.

Rainy Day or Muddy Conditions of the Course

The Cross Country Course **will be closed** to practice 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.

1. **Acclimatization:** Gradually build up the tolerance for running in hot weather
2. **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.

Medical Conditions and General Health that 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 affect of heat.
3. Coaches should use extreme caution in running an athlete that has the above conditions, especially on hot days.

Coaches Responsibilities

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.

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.

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 have to 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.

In conclusion

- **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. Air movement and direct sunlight must also be considered.
- It should be noted that highest temperature are usually between 2 and 5 pm
- 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 weather bureau.

Weather Related Heat Illnesses

Heat Exhaustion

- 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.
- 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.

® Heat Stroke

- Heat stroke is caused by a sudden failure of the thermoregulatory system of the body.

® Heat stroke may be fatal.

- Some consider it to lie on a continuum with heat exhaustion.
- 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).
- 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.
- There is usually a sinus tachycardia present, with the pulse noted to be faster than 160.
- The blood pressure may be low.
- 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.

® These are the individuals who get “packed in ice”. Rapid medical attention is vital.

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 **Robert Rush, Course Coordinator** or **Andreas Wolf, Athletic Director** at the College of San Mateo. 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 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:		
Name of Race Director (Please PRINT)		
Race Date(s)		
CCS Sanction #		
<i>If this is a league only contest that does not require CCS Certification, identify the situation above.</i>		
Race Director's E-mail address		
Office Phone	Home	Cell

Sign name: _____

Fill out and forward to:

<p style="text-align: center;">Robert Rush 116 Wycombe Avenue San Carlos CA 94070-1843 Phone 650-595-3619 Cell 415-730-8299 E Mail rushruner@gmail.com</p>	<p style="text-align: center;">College of San Mateo % Andreas Wolf Dean, Physical Education/Athletics 1700 West Hillsdale Boulevard, San Mateo, CA 94402 wolf@smccd.edu</p>
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Coaches' Sign-In Form...Attesting To Your Possession Of A First Aid Kit And Athlete's Emergency Cards



Name of meet

Crystal Springs Cross Country Complex

Date _____ / _____ / _____
day month date year

Air Temperature on race day _____ *Relative Humidity* _____ %

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

<i>School (Please print)</i>	<i>Coach (Please print)</i>	<i>Signature</i>

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 schools Principal

Race Director: Print name:Print
name **Signature**

Medical Incident Report Form

To be filled out by the race medical director, 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? _____

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** If **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 wolf@smccd.com.

Crystal Springs Cross Country Course

Invoice for Course Use Fees

Each event should be calculated and one check sent.

Make check payable and send to:

CSM/Crystal Springs Account

% Andreas Wolf AD
College of San Mateo
1700 West Hillsdale Boulevard,
San Mateo, CA 94402-3757

(Do not send the check to Bob Rush)!!!!

Name of League or Organization:	
Name of Meet	
Name of Race Director or League Commissioner:	
Date	
Address	
E-mail	
Home phone:	Cell Phone:

Each school (high school/college/university) or organization will be charged at the constant rate of \$20.00 per school for each competition day on the course. Each director or commissioner will be responsible for calculating the amount due. A school is designated by entering a scoring team in a competition at Crystal Springs Cross Country Course.

Date:	# of Teams__ x \$20.00 =	\$	
	# of Teams__ x \$10.00 =	\$	(<7 athletes)
Total amount enclosed		\$	

- Schools that use the course for work-outs on a regular organized basis are subject to a surcharge of **\$50.00** for the extra maintenance of the chemical toilets.
- Schools of more than 10 runners that come to the course to practice are subject to a surcharge of \$20.00 per team per visit.

Course use fees may vary from year to year and can be influenced by rising costs of chemical toilets and servicing of these units. Additional units may be needed for extra large competitions.

Be sure to send a copy of this invoice with your payment



BELMONT POLICE DEPARTMENT

APPLICATION / CONTRACT FOR EXTRA DUTY 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:** _____
(persons)

Will other adult supervision be present? Yes: _____ **No:** _____

The cost of the 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
1215 Ralston Ave., Belmont, CA 94002
Business Phone Number 650-595-7400
Attn: Contract Assignments Sergeant

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 service 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.



BELMONT POLICE DEPARTMENT

HOLD HARMLESS AND INDEMNITY AGREEMENT

The **undersigned shall indemnify and hold harmless** the City of Belmont, its officers, employees and agents from and against all claims, demands causes of action, suits and charges (including costs and expenses incurred in connection therewith for death or injuries to persons, for loss of damage to property arising out of or in connection with the acts of in the **undersigned** in the performance of this agreement). In the event of any claims made or suits filed, the City of Belmont **shall** give the **undersigned** prompt written notice thereof and the **undersigned shall** have the duty to defend or to settle the same to the extent of his obligation there under.

I UNDERSTAND that should officers be provided, their services are subject to the priority of police services required within the whole City of Belmont.

Submission of this application does not insure extra services will be provided; unused funds will be returned.

This application becomes the agreement between the parties when signed by the Chief of Police or their authorized representative.

Name of applicant: _____

Address: _____

City: _____ State: _____ ZIP Code: _____

Home Phone: _____ Work Phone: _____

Signature: _____ Date: _____

Police Department Use Only

Date Received: _____ () Approved () Denied By: _____

Reason for denial: _____

Fees received: () Yes () No () Deposit Waived Amount Received _____

Personnel Assigned

(1)	(2)
(3)	(4)
(5)	(6)

COLLEGE OF SAN MATEO
CSM CRYSTAL SPRINGS CROSS COUNTRY COURSE
COURSE USE CONTRACT

Event Date: _____ Start of first Race _____

Event Name _____

Event Director _____

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 of and has read the CSM 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.

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 CSM Crystal Springs Cross Country Course. This is a major violation.

5. 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.

Course Cleanup: The course and team areas shall be cleaned up in detail. No gum rappers, 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.

6. It is the Race Director's responsibility to make sure warm ups 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.

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

Event Race Director _____ Signature _____

Print Name

Principal/President _____ Signature _____

Print Name

COLLEGE OF SAN MATEO

CSM CRYSTAL SPRINGS CROSS COUNTRY COURSE BELMONT CALIFORNIA

USERS HANDBOOK

2019

COVER PAGE