

## SCVAL MASTER CHECKLIST 2021

- Donors
  - Line up any sponsors as soon as possible
    - Contact Merrill Lynch in January, by May they were tapped out
- Confirm and schedule timer (Hank)
- Send letter and email to Belmont Police/Contract Assignments Sergeant about police support
- Confirm course date with ~~Bob Rush~~ course scheduling people
  - Check his schedule when published
  - Complete race director release form
  - Supply insurance rider information
- Schedule medical support for racdes
  - Copy Bob Rush, league reps (Paul Armstrong and Walt Van Zant, AD Brian Sullivan)
- Meet t-shirts
  - Finalize design over the summer and set up web site so this can be provided to coaches at pre-season meeting
  - Send out cut-and-paste emails so that coaches can forward these to their team (every three weeks?)
- Team Champion t-shirts
  - As soon as we have a sponsor and get the vector of their logo, we can order the shirts
- Order medals
  - **Note that the medals can have a 8 week lead time so order in the summer**
- Bibs
  - Get design set
  - Find out what latest order date is
  - Finalize quantities and order as late as possible when rosters are known and cleaned up

- Bibs
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  - Find out what latest order date is
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  - **Order safety pins also**
- Pre-Season SCVAL championship meet review document
  - Review last year post-season notes
  - Consider approaching SCVAL/Tony about getting another trainer or two to support meet/Peter
  - Remind coaches to think about sponsors (running stores, etc)
  - T-shirt ordering
    - Analysis of last year penetration by school
- At the meet:
  - Award summary form for each division to read at the ceremony
  - Boxes of medals or 'claim tickets' for each race to give to volunteers
  - Reminder list
  - Do we want a more 'modern' design or stay with the classic?
- Invoices:
  - Timer (Hank)
  - Course usage fee (Joe/CSM)
  - Medical (Peter Tapia/First Med)
  - Belmont Police (afterwards)
- Send photos and/or t-shirts to donors

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.

School (Please print)	Coach (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 schools Principal.**

## SCVAL Championship Weekend Before and Day-Of-Meet Items

### Before the Meet

- Organize medals into groups
- Get out the four championship plaques
- Organize team champion t-shirts into sizes
- Organize SCVAL championship t-shirts by team
- Organize SCVAL cup awards
- Pack SCVAL championship banner (and sponsor IDs if using)
  - Bring a nail or two to hang it up on the building
- Trash bags and toilet paper
- The Binder
- Print out several copies of:
  - Schedule including teams in each division
  - Course map
  - Scripts for handing out medals—review each year and improve
  - Team responsibilities
- Monta Vista—canopies and tarp and laundry baskets
- For Crystal Preview—bring copy of the **Speech**



### Day of Meet—arrive at least four hours before the first race to get all this done

- Breakfast at Bucks, a sandwich for later from the bakery
- Set up Monta Vista camp
- Open everything up
  - Shed
  - Timing shed
- Water faucet handle
- Make sure that the chute area is set up the way we want it
- Put up the
- Bring ice
- Post schedule and map in several places
- Cones for 200s?
- Dig out the drainage areas if you have time
- Do we want to have a way to protect runners route at 1 mile point?

### After

- Put water faucet handle away
- Take down and trash all schedules and results
- Check trash and recycling dumpsters
- Check porta potties
- Look for trash EVERYWHERE
- Check Hallmark park trash
- Sweep out building
- Lock both buildings
- Lock both gates

# TALK BEFORE YOU RUN

When you enter and leave the park, PLEASE be considerate of neighbors. Stay off the lawns, and if do see a resident it would be nice to say 'good afternoon' and maybe thank them for supporting the cross country course. Don't leave one by one and hang out on the street, leave with your team and go directly to your bus or car.

Some things I would hope you already know: Don't throw anything, rocks, Frisbees, footballs, or freshmen. Don't throw anything!

Don't interfere with runners by crossing in front of them, waving flags, pacing, etc. Sportmanship!

No bicycles in the area at all with the exception of officials. Lock bicycles in Hallmark Park.

No pets.

As soon as the first race starts, there are no further warm ups on the course. Also, you may not warm up on Hallmark Drive. There is plenty of room to warm up off-course.

If there are any medical issues, parents and coaches, please do not call 911. Instead, contact the EMT that is on-site. The EMT has a direct line to local emergency response while 911 will go up to Fairfield or someplace. Our local contact will give us much faster response time.

The course and surrounding areas must be completely cleaned. If you see a piece of trash or recycling, please pick it up whether this is from your team or not—let's leave the course cleaner than we found the course.

There are two bins on the course. One is for trash and one is for recycling. Please deposit trash and recycling correctly. This is not just a bunch of old people trying to make you follow rules—remember, kids, you are going to be using this planet much longer than the adults! We should thank Bob Rush, the creator of this course and the energy behind keeping the course in shape, for caring enough about the environment to make sure that there is recycling facilities here. Mr. Rush's efforts are making the planet better for YOU.

Do not leave any trash in Hallmark Park (the little Park that you walk through on the way to the street). This is a small city park and the trash cans can easily be overwhelmed by the trash produced by 1200 high school kids. If you have carried a bag of trash that far...bring it to your car, bring it home and throw it out at home, please!

Crystal Springs really is a treasure. This is one of the best high school cross country courses in the United States. Let's all do our best and do our part to support Crystal Springs by behaving well and cleaning up as we leave. Also, the course is incredibly well maintained by one of the most dedicated individuals around and the inspiration behind the creation of Crystal Springs. Let's all give a big round of applause to Bob Rush!

# SCVAL CHAMPIONSHIPS

Tuesday, November 2, 2021

**DE ANZA                      EL CAMINO**

<b>JV Girls</b>	<b>1:45</b>	<b>2:00</b>
<b>FS Boys</b>	<b>2:30</b>	<b>2:45</b>
<b>Varsity Girls</b>	<b>3:15</b>	<b>3:30</b>
<b>Varsity Boys</b>	<b>4:00</b>	<b>4:15</b>

**VARSITY AWARDS CEREMONY    4:45PM**

JV and FS awards presented before varsity races. If you are in the top 5 or winning team, be at the start line with your team (DAL JV girls awards presented before DAL Varsity girls race, etc)

Medals for 6-10 places in JV and FS, and for 6-15 places in varsity, may be picked up at a table near the course shed after results are posted.

Sampack 7:00 EK

## EL CAMINO LEAGUE VARSITY BOYS

We would like to announce the results of the El Camino League Varsity boys championships.

The first five Varsity boys individual finishers in the El Camino League are:

5 \_\_\_\_\_ From \_\_\_\_\_  
Name School

4 \_\_\_\_\_ From \_\_\_\_\_  
Name School

3 \_\_\_\_\_ From \_\_\_\_\_  
Name School

2 \_\_\_\_\_ From \_\_\_\_\_  
Name School

1 \_\_\_\_\_ From \_\_\_\_\_ Time: \_\_\_\_\_  
Name School

And the 2021 Varsity boys champions of the El Camino League are the boys from

---

School \_\_\_\_\_

Lead by \_\_\_\_\_ and \_\_\_\_\_  
Name Name

## EL CAMINO LEAGUE VARSITY GIRLS

We would like to announce the results of the El Camino League Varsity Girls championships.

The first five Varsity Girls individual finishers in the El Camino League are:

5 \_\_\_\_\_ From \_\_\_\_\_  
Name School

4 \_\_\_\_\_ From \_\_\_\_\_  
Name School

3 \_\_\_\_\_ From \_\_\_\_\_  
Name School

2 \_\_\_\_\_ From \_\_\_\_\_  
Name School

1 \_\_\_\_\_ From \_\_\_\_\_ Time: \_\_\_\_\_  
Name School

And the 2021 Varsity girls' team champions of the El Camino League are the girls from

---

School

Lead by \_\_\_\_\_ and \_\_\_\_\_  
Name Name



EL CAMINO LEAGUE FROSH-SOPH BOYS

We would like to announce the results of the El Camino League Frosh-Soph boys championships.

The first five Frosh-Soph boys individual finishers in the El Camino League are:

5 \_\_\_\_\_ From \_\_\_\_\_  
Name School

4 \_\_\_\_\_ From \_\_\_\_\_  
Name School

3 \_\_\_\_\_ From \_\_\_\_\_  
Name School

2 \_\_\_\_\_ From \_\_\_\_\_  
Name School

1 \_\_\_\_\_ From \_\_\_\_\_ Time: \_\_\_\_\_  
Name School

And the 2021 Frosh Soph boys champions of the El Camino League are the boys from

\_\_\_\_\_ School

Lead by \_\_\_\_\_ and \_\_\_\_\_  
Name Name

EL CAMINO LEAGUE JUNIOR VARSITY

We would like to announce the results of the El Camino League Junior Varsity Girls championships.

The first five Junior Varsity Girls individual finishers in the El Camino League are:

5 \_\_\_\_\_ From \_\_\_\_\_  
Name School

4 \_\_\_\_\_ From \_\_\_\_\_  
Name School

3 \_\_\_\_\_ From \_\_\_\_\_  
Name School

2 \_\_\_\_\_ From \_\_\_\_\_  
Name School

1 \_\_\_\_\_ From \_\_\_\_\_ Time: \_\_\_\_\_  
Name School

And the 2021 Junior Varsity girls' champions of the El Camino League are the girls from

---

School \_\_\_\_\_

Lead by \_\_\_\_\_ and \_\_\_\_\_  
Name Name

This is the 7th year the Santa Clara Valley Athletic League coaches have been awarding the Bob Rush Sportsmanship Award. The award is named for Bob Rush, the architect of the Crystal Springs Cross Country Course, which has been SCVAL's home course since our inception. The Bob Rush Sportsmanship award will be given to athletes that honor the sport and exhibit exceptional sportsmanship towards competitors and officials.

There is an award for an athlete in each divisional race.

The Bob Rush Sportsmanship Award is awarded to:

El Camino League—Junior Varsity girls

\_\_\_\_\_ From \_\_\_\_\_  
Name School

For (describe action)

De Anza League—Junior Varsity girls

\_\_\_\_\_ From \_\_\_\_\_  
Name School

For (describe action)

El Camino League—Frosh-Soph Boys

\_\_\_\_\_ From \_\_\_\_\_  
Name School

For (describe action)

De Anza League—Frosh-Soph Boys

\_\_\_\_\_ From \_\_\_\_\_  
Name School

For (describe action)

**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*



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# Crystal Springs Cross Country Course Race Directors and Coaches Handbook

College Of San Mateo

## 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](mailto:wolf@smccd.edu) 574-6462
- **Joe Mangan**.....Head Track and Cross Country Coach [kkmckm@aol.com](mailto:kkmckm@aol.com).....918-9353
- **Bob Rush**.....Crystal Springs Course Coordinator .... [rushrunner@aol.com](mailto:rushrunner@aol.com)..... 595-3619
- **Bill Daskarolis** .....Aragon High School ..... [bdasko@comcast.net](mailto:bdasko@comcast.net)..... 510-657-7592
- **Jim Hume**.....Retired.....: [jedhume@sbcglobal.net](mailto:jedhume@sbcglobal.net)..... 571-5913

### 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.
- 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 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. [A 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:**

Calling 911 is not the best course to take when faced with a medical emergency while on the Crystal Springs Cross Country Course. If you use a cell phone the call goes to the Vallejo CHP and directions and other information can be delayed. Should 911 be called, be sure to give the cross streets as Hallmark and Wakefield in Belmont and send someone out to the gate to guide in the emergency assistance.

# (650) 593-2122

The emergency phone number that should be called is (650) 593-2122. The first response will be South County Fire. Both the police department and the fire department know the location of the cross-country course, they also have a race schedule.

- 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.
- 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.
- 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 \$20.00 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.
7. No alcohol of any type is allowed on the property.

### 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

### Debris and Cleanup

1. 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.
2. All refuse from the area and that which is in the smaller containers is to be placed in the large Allied Waste debris box.
3. All plastic containers and large cardboard boxes are to be flattened down and carried out. Plastic bags will be provided to schools to carry out all plastic and cardboard.

**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 @ end of 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.)

**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.

**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.
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. 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**

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

# 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  
[specialmed1@yahoo.com](mailto:specialmed1@yahoo.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.

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
<b>90 Deg.F-105Deg F</b>	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.

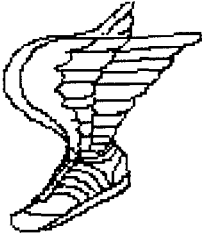
<b>Name of School or Sponsoring Organization:</b>		
<b>Name of Race Director (Please PRINT)</b>		
<b>Race Date(s)</b>		
<b>CCS Sanction #</b>		
<i>If this is a league only contest that does not require CCS Certification, identify the situation above.</i>		
<b>Race Director's E-mail address</b>		
<b>Office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

Sign name: \_\_\_\_\_

Fill out and forward to:

<p style="text-align: center;"><b>Robert Rush</b>          116 Wycombe Avenue          San Carlos CA 94070-1843          Phone 650-595-3619          Cell 415-730-8299          E Mail <a href="mailto:rushruner@aol.com">rushruner@aol.com</a></p>	<p style="text-align: center;">College of San Mateo          % <b>Andreas Wolf</b>          Dean, Physical Education/Athletics          1700 West Hillsdale Boulevard,          San Mateo, CA 94402  <a href="mailto:wolf@smccd.edu">wolf@smccd.edu</a></p>
---	---

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.

<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.**

## 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 \_\_\_\_\_ %

<b>Race Name</b>		<b>Host School</b>	
<b>Race Director's Name</b>		<b>Race Director's</b>	
<b>Home</b>		<b>School Phone</b>	
<b>E-mail address</b>			

### Athlete Involved:

<b>Last Name</b>		<b>First Name</b>	
<b>Athlete's School</b>		<b>Year in school</b>	

**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

<b>Coach's Last Name</b>		<b>Coach's First Name</b>	
<b>Coach's Home</b>		<b>Coach's E-mail:</b>	

**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](mailto: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**

% Joe Mangan, Cross Country Coach

College of San Mateo

1700 West Hillsdale Boulevard,

San Mateo, CA 94402-3757

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

<b>Name of League or Organization:</b>	
<b>Name of Meet</b>	
<b>Name of Race Director or League Commissioner:</b>	
<b>Date</b>	
<b>Address</b>	
<b>E-mail</b>	

<b>Home phone:</b>	<b>Cell Phone:</b>
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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.

<b>Date:</b>	# of Teams__ x \$20.00 =	\$	
	# of Teams__ x \$10.00 =	\$	( <b>&lt;7 athletes</b> )
<b>Total amount enclosed</b>		<b>\$</b>	

- 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:

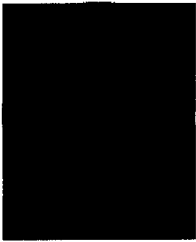
**Belmont Police Department**  
**1215 Ralston Ave., Belmont, CA 94002**  
**Business Phone Number 650-595-7400**  
**Attn: Contract Assignments Sergeant**

**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)

# CRYSTAL SPRINGS CROSS COUNTRY COURSE 2014

## PROPOSED SCHEDULE

<u>DATE</u>	<u>TIME</u>	<u>RACE NAME</u>	<u>RACE DIRECTOR</u>	<u>CONTACT-EMAIL</u>
<b>AUGUST</b>				
Thurs, Aug 28, '14	3:15	Serra H. S. Time Trials	Ron DiMaggio	<a href="mailto:rdimaggio@serrahs.com">rdimaggio@serrahs.com</a>
<b>SEPTEMBER</b>				
Tue, Sep 2, '14	3:00	Aragon-Mt. Pleasant Scimage	Bill Daskarolis	<a href="mailto:bdasko@comcast.net">bdasko@comcast.net</a>
Fri, Sep 5, '14	3:15	Serra vs. Westmoor	Ron DiMaggio	<a href="mailto:rdimaggio@serrahs.com">rdimaggio@serrahs.com</a>
Sat, Sep 6, '14	8:45	San Francisco State Invite.	Tom Lyons	<a href="mailto:tomlyons@sfsu.edu">tomlyons@sfsu.edu</a>
Wed, Sep 10, '14	4:00	CSUS Relay Jamboree	Albert Caruana	<a href="mailto:acaruana@crystal.csus.org">acaruana@crystal.csus.org</a>
Mon, Sep 22, '14	3:30	Small School League	Scott Douthit	<a href="mailto:Sdouthit@charlesarmstrong.org">Sdouthit@charlesarmstrong.org</a>
Fri, Sep 26, '14	4:00	CSM Crystal Springs Invite	Joe Mangan	<a href="mailto:manganj@smccd.edu">manganj@smccd.edu</a>
<b>OCTOBER</b>				
Thu, Oct 2, '14	2:30	SCVAL Center meet	Walt VanZant	<a href="mailto:waltvz@aol.com">waltvz@aol.com</a>
Wed, Oct 8, '14	4:00	Termin Invitational	Karen Saxena	<a href="mailto:heypalermo@aol.com">heypalermo@aol.com</a>
Sat, Oct 11, '14	9:00	Serra Invitational	Ron DiMaggio	<a href="mailto:rdimaggio@serrahs.com">rdimaggio@serrahs.com</a>
Mon, Oct 13, '14	3:30	Small School League	Scott Douthit	<a href="mailto:Sdouthit@charlesarmstrong.org">Sdouthit@charlesarmstrong.org</a>
Tue, Oct 14, '14	4:00	WBAL MS	Albert Caruana	<a href="mailto:acaruana@crystal.csus.org">acaruana@crystal.csus.org</a>
Wed, Oct 15, '14	3:00	Center Meet #1	Bill Daskarolis	<a href="mailto:bdasko@comcast.net">bdasko@comcast.net</a>
Tue, Oct 21, '14	3:00	PSAL #3	Ryan Olein	<a href="mailto:ROlein@saintlawrence.org">ROlein@saintlawrence.org</a>
Wed, Oct 22, '14	3:00	Center Meet #2	Bill Daskarolis	<a href="mailto:bdasko@comcast.net">bdasko@comcast.net</a>
Tue, Oct 28, '14	3:00	PAL #3	Mark Foyer	<a href="mailto:thenom@aol.com">thenom@aol.com</a>
Wed, Oct 29, '14	4:00	ADAL League	Karen Saxena	<a href="mailto:heypalermo@aol.com">heypalermo@aol.com</a>
<b>NOVEMBER</b>				
Sat, Nov 1, '14	?	National Inter College Run Club	Zach Weinstein	<a href="mailto:zacharyw@stanford.edu">zacharyw@stanford.edu</a>
Mon, Nov 3, '14	12:30	BVAL	Colette Kirk	<a href="mailto:ckirk@sjusd.org">ckirk@sjusd.org</a>
Tue, Nov 4, '14	2:00	SCVAL	Kirk Flatow	<a href="mailto:kirk.flatow@gmail.com">kirk.flatow@gmail.com</a>
Wed, Nov 5, '14	2:00	WCAL III	Sean Laughlin	<a href="mailto:ramtrack@aol.com">ramtrack@aol.com</a>
Thu, Nov 6, '14	3:00	PSAL	Ryan Olein	<a href="mailto:ROlein@saintlawrence.org">ROlein@saintlawrence.org</a>
Fri, Nov 7, '14	2:30	WBAL League	Albert Caruana	<a href="mailto:acaruana@crystal.csus.org">acaruana@crystal.csus.org</a>
Sat, Nov 8, '14	10:00	NorCal Championships/PAL	Mark Foyer	<a href="mailto:manganj@smccd.edu/thenom@aol.com">manganj@smccd.edu/thenom@aol.com</a>
Wed, Nov 12, '14	4:00	Small School League	Scott Douthit	<a href="mailto:Sdouthit@charlesarmstrong.org">Sdouthit@charlesarmstrong.org</a>

2014 Revised 12/16/13

Number 2

**Bob Rush**

**116 Wycombe Avenue**

**San Carlos CA 94070-1843**

**Home/Office 650-595-3619**

**Mobile 415-730-8299**

[rushruner@aol.com](mailto:rushruner@aol.com)

**Peter Tapia - Emergency Medical Services**

P.O. Box 833

Penngrove CA 94951-0833

415-722-1 specialmed1@yahoo.com

Joe Mangan -CSM-

Cell 650-918-9353

### COACHES PLEASE READ

It will be a requirement to h: **BELOW!!!!!!!**

Be sure to make arrangements made with Peter Tapia above well in advance.

**Do not use Hallmark Park garbage containers!!! All Cardboard must be carried out.**

**You will not have to schedule practices** on this schedule, however, you are not allowed to have

practice of any type on the day in which competition is taking place. No exceptions. It will be the coaches responsibility to check this schedule and be sure that you don't arrive on a race day. You will not be allowed on the course anywhere.

When holding practice of any type on the course, you are required to have in your possession, **on the course**, an emergency medical kit and emergency medical cards for all athletes. In case of an medical emergency, do not call 911.

Call the Belmont Police Dept. at (650) 593-2122, they will be the first responders.

Teams using the course for practice, are requested to make a contribution to the course to offset the additional use of the chemical toilets and extra pumpouts that might be required for upcoming competition.

## **COACHES: READ THE ABOVE MESSAGE**

# PRE-SEASON 2014

SCVAL Championship

- Rotary Club has agreed to sponsor varsity team championship award plaques for the next 10 years (40 awards total!)
- Merrill Lynch has agreed to sponsor T-shirts for the winning teams varsity, JVG and FSB divisions (7 shirts per team) for this year
- 8 Sportsmanship Medals
- I'm going to try to sell SCVAL championship t-shirts this year to fund awards, medals, etc in the future—I'll need your help in promoting this to your kids!
  - There is also room on the back for some additional sponsors—can you help?

## Lunch With Bob

- Proud owner of a handbook highlighted by Bob!
  - Medical cards and medical kit
  - Practice before meet
  - Street/neighbors
  - Sweep

## Proposed Race Schedule/To Be Discussed And Finalized

	DAL	EC
FSB	2:00PM	2:15PM
JVG	2:45PM	3:00PM
VG	3:30PM	3:45PM
VB	4:15PM	4:30PM
AWARDS CEREMONY		5:00PM

There will be a scoring (1st heat) and a non-scoring (2nd heat) heats for both the VG and VB races. There will be a maximum of 7 runners per school in the scoring heat. The scoring runners names must be sent to Hank Lawson by <date >. The non-scoring 2nd heats of each of the varsity races will start 1 minute after the first heat.

JVG and FSB: Last year the number of runners was:

	DAL	EC
JVG	74	114
FSB	103	163
VB	116	138
VG	70	63

All V races have two heats. Which other races need two heats?

If split, how many scoring runners per school (to be put in first heat)?

The scoring runners names must be sent to Hank Lawson by <date >.

The non-scoring 2nd heats of each of the varsity races will start 1 minute after the first heat.

## Assignments

- I'd like the two coaches who would have been the directors this year to help by sharing the job of keeping an eye on the finishing area. I feel like this is the area where major problems might occur and parents would not know what to do (chute gets backed up, runner collapses and a 'plug' needs to be put in, people working the chute wander off, tag pullers get overwhelmed...)
- I made a first pass on assignments but we can trade this around however you want.
- Street Management?
- Sweeper?

### ● Meet Director: Monta Vista

Co-Meet Director (Day-of only): Coaches to Help In Finish Area. Los Altos, Fremont

Check In: Wilcox

Starters: Santa Clara (DAL), Lynbrook (EC)

(Street Management: Santa Clara, Lynbrook)

Timer Asst: Mountain View (EC), Los Gatos (DAL)

Tags: Gunn, Los Altos (EC), Saratoga, Cupertino (DAL)

Chute: Milpitas, Palo Alto (EC), Homestead, Fremont (DAL)

### ● Back Up In Finish Area/Medals: Monta Vista

## To Discuss

### Awards Ceremony

- We should not just leave after the end of the championship meet!
- But also want to be respectful of time
- Presentations:
  - Sportsmanship
  - Individuals (what divisions, how deep?)
  - Teams (Rotary and ML to present)
- **All awards—must be present to win!**

Medal sourcing: Last year Bridget Hall managed this...

- Sportsmanship Medals: I would like the Co-Meet Directors and the chute management volunteers to help pick out ~1 runner from each race who exhibits sportsmanship: Thanking volunteers, shaking hands with competitors at the finish, etc.

Team Champion T-Shirts: Sizes? (Boys 2 Large-5 Medium-1 small; Girls 4 med 4 sm)??

Meet T-shirts: We are finalizing a design for a technical t-shirt for the meet championship. Price will be \$15. There will be an on-line order site for the kids. Cut off date for ordering will be about 10 days before the race, and delivery will be at the race to the coaches. (Can also have delivery to their homes or your school for another couple dollars).

## Notes/To Do for SCVAL Championship

See if any other schools can bring trainers; get on Marie's calendar.

Would be nice to recognize Bob for all he has done for the course, say something about history of the course before awards and also have him help present???

### Bob Rush Sportsmanship Award

Award stuff:

- Get web site set up for shirts
- For X shirts per school will put school name and roster on the back
  - Need to be ordered by Oct 1 for this option
- All orders in by 10/14 for delivery 10/28
- Second order due by 12/1
  - \$20 per shirt, can pick up or have delivered.
- Medals ordered by 10/1
  - Don't forget Bob Rush sportsmanship award
  - Get a plaque or something to thank Bob



**SCVAL Championship 2014  
(October 28, 2014 Version)**

**Race Schedule for Tuesday, November 4**

	DAL	EC
JVG	2:00PM	2:15PM
FSB	2:45PM	3:00PM
VG	3:30PM	3:45PM
VB	4:15PM	4:30PM

VARSITY AWARDS CEREMONY                      5:00PM

Heats:

- Varsity Races: There will be a scoring (1st heat) and a non-scoring (2nd heat) heats for both the VG and VB races. There will be a maximum of 7 runners per school in the scoring heat.
  - The scoring runners names must be sent to Hank Lawson in advance of the meet (Hank will notify the coaches of the required date). The non-scoring 2nd heats of each of the varsity races will start 1 minute after the first heat.
- El Camino FS Boys Race: Due to the expected size of this race, there will be a first and second heat. There will be a maximum of 15 runners per school in the first heat.
  - The names of the runners in the first must be sent to Hank Lawson in advance of the meet (Hank will notify the coaches of the required date) in order for all runners to be properly timed. The 2nd heat will start 1 minute after the first heat.
- All other races are planned to run in a single heat. If entries in any of the other races is larger than anticipated, the coaches will be polled by email in advance of the meet to determine if multiple heats are desired.

**Assignments**

- Would anyone (could be a parent as well as a coach) to volunteer to 'sweep' after each division? This would require jogging/walking the last 600m loop of the course 4X (toward the end of each EC race). The Monta Vista coach who did this last year is not available this year. This could be 4 different people, each taking one sweep.
- The Monta Vista trainer will be able to come and help the medical staff on-site at the finish again this year.

Meet Director: Monta Vista

Co-Meet Directors (Day-of only): Coaches to Help In Finish Area. Select Sportsmanship award winners. Los Altos (EC), Fremont (DAL) (note—Los Altos may want to swap this year for next year with Milpitas. This is up to you. As of now, Los Altos has the assignment, please let me know.)

Check In: Wilcox

Starters: Santa Clara (EC), Lynbrook (DAL) (includes getting the start time and second

wave delay to Hank—'Back up timer')

Street Management at entrances: Santa Clara, Lynbrook (up until ½ hour before meet start and for ½ hour after the awards ceremony should be fine).

Timer Asst (check with Hank for needs; these are the people who are clicking the computer as athletes finish): Mountain View (EC), Los Gatos (DAL)

Tags (4 each): Gunn (EC), Los Altos (EC), Saratoga (DAL), Cupertino (DAL)

Chute (4 each): Milpitas (EC), Palo Alto (EC), Homestead (DAL), Fremont (DAL)

Back Up In Finish Area/Medals: Monta Vista

Timing and results: Hank Lawson

## 2014 SCVAL Meet Review and Discussion

NOVEMBER 2014  
POST-SEASON MEETING

- Volunteers
  - Most everything went smoothly
  - 'Timer assistant' job was a problem
    - Hank only wants to train once
    - Assistants wanted to split job to one person/race
      - Monta Vista mom stepped in and did all 8 races
    - Could we train 8 at once or do we need to find another solution?
- Coaches monitoring finish area
  - Knowledgeable people helping volunteers/coaches that would have been meet directors
  - Worked great-zero problems that I was aware of
    - Fremont? Los Altos?
  - Suggestion was to position coaches opposite parents along chute
    - Also better to select Sportsmanship winners
  - Next year this would be Milpitas and Lynbrook if we keep rotating according to who would have been the meet director that year
    - Unless we want to keep Jake as a starter and someone wants to volunteer for
- Schedule of races
  - I'd like to suggest we start the meet 15 minutes earlier
  - I did make error in early email
- Meet t-shirts
  - In advance worked great from 'inventory management' perspective
  - On-line ordering
    - One problem
  - Comments?
    - Colors
  - How could I help you sell more?
- Medical/Trainer
  - MV Trainer
  - Any other school able to do this too?
- Awards
  - Feedback from kids on shirts?
  - Feedback from kids on medals?
  - Sportsmanship awards
  - Award ceremonies
    - JV/FS
    - Varsity
- Things I'd like to add that cost \$ (why I want to sell more shirts)
  - Engrave all medals
  - All-league t-shirts?
- Any other comments/suggestions?

### T-Shirt Sales

School	Shirts	Roster	Penetration
Monta Vista	51	79	63%
Gunn	49	102	48%
Wilcox	22	109	20%
Los Gatos	22	62	35%
Cupertino	18	44	43%
Santa Clara	9	33	27%
Lynbrook	9	89	10%
Mountain View	8	83	10%
Milpitas	5	76	7%
Fremont	4	40	10%
Los Altos	2	96	2%
Homestead	2	57	3%
Palo Alto	0	122	0%
Saratoga	0	104	0%
<b>Total</b>	<b>201</b>	<b>1,099</b>	<b>18%</b>

**T-Shirt Profit on 183 shirts (does not include the 'second orders' from Gunn and Los Gatos):**

Revenue (183 shirts x \$15, tax paid on line)	\$2,745
Cost (183 shirts x \$12.04)	\$2,203
Artwork charge/films/set up for rosters on back)	\$68
<b>Profit</b>	<b>\$374</b>

#### Possible T-Shirt Profit

**183 Shirts/16%: \$374**

**Xxx Shirts/xxx %: \$xxx**

**YYY Shirts/xxx %: \$xxx**

#### Total Meet Donations-Profits-Revenues

Recurring Items	Costs	Income	Notes
Donation from ML		\$1,083	
Donation from Athletic Performance		250	
Donation from Olympic Trophy		250	
Donation from Ernst and Young		250	
Profit from SCVAL T-shirts		374	
<b>Total Revenue</b>		<b>\$2,207</b>	
Championship T-Shirt Awards	\$1,083		
Medals	956		
Engraving	110		
Sponsor acknowledgment on banner	65		
<b>Total Costs and Revenue</b>	<b>\$2,214</b>	<b>\$2,207</b>	<b>\$7 loss for existing items!!!</b>
<b>Start Up Costs and Donations</b>			
Varsity Team Plaques and Banner (10 years)		\$1,483	
Donation from Rotary	\$1,483		
Sample shirts, proofs, problems with SCVAL shirt orders, other start up expenses	\$624		
Kirk Flatow Donation		\$631	
<b>Grand Total for 2014 SCVAL XC</b>	<b>\$4,321</b>	<b>\$4,321</b>	

# More Notes 2014 mtg

< Select > on t-shirt order

Don't forget sign in  
✓ med sheets and  
award announcement  
sheets

PRINT  
Multiple  
Race  
Schedule  
to Post  
x

## Award Shirts -

most boys wanted ~~shirts~~  
+ mediums - have 4 layers.  
left over. (check #)  
more medium shirts left over  
(3) - 3 less mediums  
4 less ~~large~~ next year

Don't forget award tags for  
medals

DIFFERENT BIBLES  
COLORS DAC/EC

# Notes for meet org.

- Do we need to go earlier?
- Give Hank walkie-talkie.
- Put coaches monitor chute on oppo side of volunteers - easier to see and also to see Sportsmanship after chute ends
- Don't forget trash bags?
- Posts for banner - higher? Hand?
- Posts to get in ground? Rope?
- Earlier start? It was OK but
- Safety w/ sunset
- Safety pins

I N V O I C E

September 25, 2014

C/o Henry Lawson  
12375 Farr Ranch Rd  
Saratoga, CA 95070  
HANKLAWTRACK@GMAIL.COM

Sold To: Monta Vista High School

Event: SCVAL League Finals

Date: November 4, 2014

\$650 to do computerized timing for the above event.

- Timing of all XC races
- Results posted at <http://www.LYNBROOKSPORTS.com>

**Terms of Agreement:**

- Net due 10 days. Any balance not paid by 30 days is subject to 1 1/2% service charge per month
- Make check payable to **Henry Lawson**
- \$650.00
- \$650.00 : Please remit
- Invoice Number : 31



Henry Lawson



TIMING



Sports Photo Timing Consultant,  
Operator, Event Management

# Invoice

October 8, 2018

SCVAL #2

DESCRIPTION	
-ChipTiming, Data, Results (\$1.25 per entry at 965 entries).....	1200
-Independent back up Finish line "chip" system (included)	
-Finishlynx camera –FAT system (included)	
-Integrated time synchronized head-on video camera (included)	
-1 ea Split location “chip” systems for (Individual splits and Team scores) (500ea <-500> loyalty discount).....	n/c
-Custom proprietary software to process live Individual splits and Team scores	
-Announcer’s screen for Running time, Individual splits, Team scores, and Finish times and Scores	
-Instant web results (included)	
-Live Splits web leader board (included)	
<b>TOTAL .....=\$1200.00</b>	

Sean Laughlin  
Record Timing  
1603 Lexington Ave.  
San Mateo, Ca 94402



February 16, 2014

To the Contract Assignments Sergeant:

I am contacting you in regards to the Santa Clara Valley Athletic League's annual cross country championship meet at the Crystal Springs Cross Country Meet in Belmont.

I know that I'm very early in contacting the Belmont Police Department. I'm taking over the responsibility as meet director for the first time. In the past, the Santa Clara Valley Athletic League rotated the responsibility for the meet directorship on an annual basis. I watched this rotation happen and realized that while the burden was shared, the result was no one really was learning to get better at running our competition. Therefore, I have volunteered to take over the responsibility on a permanent basis.

I wanted to send in our application to you early—for one reason, simply to give you as much advance notice as possible—I think that is the least we can do for your support. Also, I wanted to give you time to let me know if there is anything we can do to make your job easier. My goal is to continue to try to improve our processes.

Please let me know if these applications are in order, let me know what else you need or desire from us, and if there is anything that the Santa Clara Valley Athletic League can do to make our cross country championship go as well as possible. My email address and cell phone are below.

Sincerely,

A handwritten signature in black ink, appearing to read "Kirk Flatow". The signature is fluid and cursive, with a large, sweeping flourish at the end.

Kirk Flatow  
Head Coach, Monta Vista Cross Country/Track & Field  
Meet Director, SCVAL Cross Country Championship

Cell: 408.893.7021

Email: coachflatow@gmail.com

---

## Cross Country Crystal Springs Cross Country Course

---

David Asher <dasher@belmont.gov>  
To: "coachflatow@gmail.com" <coachflatow@gmail.com>

Tue, Aug 26, 2014 at 1:51 PM

Dear Mr. Flatow,

I was reviewing the upcoming cross country schedule and noticed you are the race director for the SCVAL championship meet on 11/4/14 at the Crystal Springs Cross Country Course. I did receive the contract and hold harmless from you mailed to the Belmont Police Department. Thank you for sending these forms and being on top of things. School buses and runners usually arrive at least 1 hour before the first race. This event is scheduled to start at 2pm, so we require the contract to start at 1pm. Last year the contract was from 1pm to 6pm (1 Officer or 1 Community Service Officer). The contract you submitted is for the times of 130pm to 6pm. Do I have your permission to change the contract from 130pm to 1pm or would you like to submit a new form?

Also, I noticed another SCVAL meet scheduled for 10/2/14. Last year the contract was from 2pm to 6pm. I have attached a copy of the hold harmless form and contract form that will need to be filled out for this event. You can fax me the completed forms to 650-593-0265. Please call me if you have any questions.

Sincerely,

David Asher

Community Service Officer

Belmont Police Department

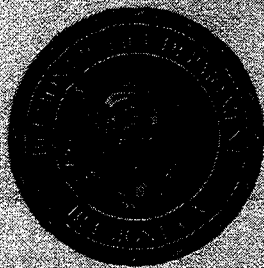
650-595-7400

---

### 2 attachments

 **Contract Assignments-Application.doc**  
172K

 **Contract Assignments-Hold Harmless.doc**  
171K



# BELMONT POLICE DEPARTMENT

## APPLICATION AND CONTRACT FOR EXTRA DUTY POLICE SERVICES

### EVENT INFORMATION

EVENT: SCVAL CHAMPIONSHIPS  
 EVENT LOCATION: CRYSTAL SPRINGS CROSS COUNTRY COURSE  
 DATE: 11-1-16 TIME (FROM): 2 PM TIME (TO): 5 PM TOTAL HOURS: 3  
 NUMBER OF OFFICER(S) REQUESTED: 1 WILL ALCOHOL BE SERVED? YES  NO   
 ESTIMATED SIZE OF EVENT: 1200 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.

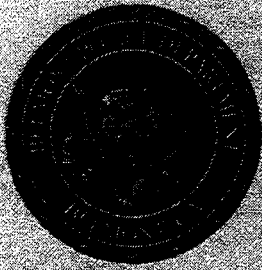
The undersigned agrees that all police services furnished shall be under the direction and control of the Chief of Police of the City of Belmont and continually subject to the orders and directions of those supervisors appointed by the Chief of Police. The undersigned shall not interfere, nor hinder 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: KIRK FLATOW ORGANIZATION: SCVAL  
 ADDRESS: 21840 MCCLELLAN ROAD, CUPERTINO, CA 95014  
 HOME PHONE: 408-286-2248 MOBILE PHONE: 408-893-7021  
 SIGNATURE: *Kirk Flatow* DATE: 7/19/16

### POLICE DEPARTMENT USE ONLY

DATE RECEIVED: \_\_\_\_\_  APPROVED  DENIED BY: \_\_\_\_\_  
 REASON FOR DENIAL: \_\_\_\_\_  
 FEES RECEIVED:  YES  NO  DEPOSIT WAIVED AMOUNT RECEIVED: \_\_\_\_\_  
 PERSONNEL ASSIGNED: \_\_\_\_\_

# Application for Police Support at Santa Clara Valley Athletic League Meets 2016

1 message

Kirk Flatow <coach.flatow@gmail.com>

Tue, Jul 19, 2016 at 1:29 PM

To: David Asher <dasher@belmont.gov>

Cc: Bob Rush <rushrunner@aol.com>, Hank Lawson <hanklawtrack@gmail.com>, "waltvz@aol.com"

<WALTVZ@aol.com>, Coach Armstrong <coacha@prodigy.net>, kelsey feeley <swimwithkelsey@yahoo.com>

Dear Officer Asher,

I will be the meet director for two cross country meets that the Santa Clara Valley Athletic League would like to hold in 2016 at the Crystal Springs Cross Country course. Attached are scanned, signed copies of the application forms and the hold harmless forms for both events, one on October 4 and the second on November 1.

Please let me know if these are acceptable. I will follow up with mailed copies.

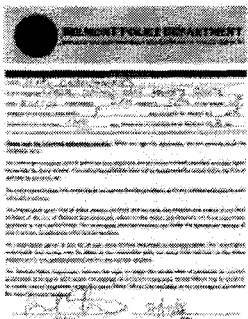
Thank you, as always, for your support and the support of the Belmont Police Department; Crystal Springs is a fantastic facility and we appreciate the privilege of being able to use it.

Sincerely,

Kirk Flatow

--  
Kirk Flatow  
Head Coach, Track & Field/Cross Country  
Monta Vista High School, Cupertino, CA  
USATF Level 3 Endurance Coach  
IAAF Level 5 Endurance Coach  
coachflatow@gmail.com  
www.mvrunning.com  
Passion is common. Endurance is rare.

## 4 attachments



SCVAL Champs Appl 16.jpeg  
1668K



City of Belmont  
One Twin Pines Lane  
Belmont CA 94002

INVOICE NO: INV15333

INVOICE DATE: 11-26-2014

CUSTOMER NO: BEL00700

SANTA CLARA VALLEY ATHLETIC LEAGUE  
ATTN: PAUL ARMSTRONG  
10100 FINCH AVE  
CUPERTINO CA 95014

MONTHLY FINANCE CHARGE  
ON DELINQUENT ACCOUNTS

DESCRIPTION	1.50%	INVOICE AMOUNT
CRYSTAL SPRINGS CROSS COUNTRY COURSE	TRAFFIC CONTROL 11/04/14	\$151.50

2014  
POLICE  
INVOICE

THIS BILL IS DUE AND PAYABLE UPON RECEIPT  
DELINQUENT IF 30 DAYS PAST DATE OF INVOICE

Total \$151.50

PLEASE SEND PAYMENTS TO  
City of Belmont  
Finance Department  
One Twin Pines Lane, Suite 100  
Belmont, CA 94002-3830  
(650) 637-2907

# CONFIRM COURSE - RACE DATE

## 2015 SCVAL XC Championship

2 messages

Kirk Flatow <kirk.flatow@gmail.com>

Wed, May 13, 2015 at 10:58 AM

To: Bob Rush <rushruner@aol.com>

Cc: "waltvz@aol.com" <waltvz@aol.com>, Coach Armstrong <coacha@prodigy.net>, Brian Sullivan <brian\_sullivan@fuhsd.org>

Bob,

I hope you are doing well!

Track is getting in to the championship phase, and that got me thinking about XC championships... I figured you would be putting out the Crystal schedule before long, and I wanted to get in touch with you early.

I wanted to confirm with you that I will be the meet director for the SCVAL XC Championships again this year, and to confirm with you that the date will be Tuesday, November 3, 2015.

I'm going to drop an email to Peter to give him an early heads up.

DATE

Attached are .pdf copies of the forms I have sent to Joe and to the Belmont Police Department.

Please let me know if I have forgotten anything at this time.

POLICE

Thanks again for all you do to maintain the Crystal Springs Cross Country course--the course truly is a treasure for our local cross country community!

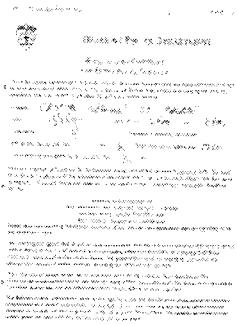
CSM

I look forward to seeing you again before long!

MEDICAL

Kirk

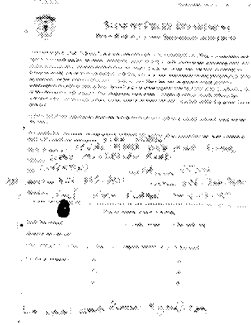
### 3 attachments



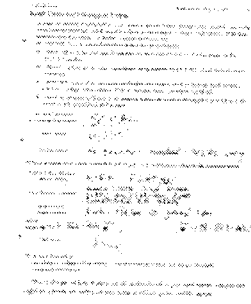
SCVAL15 XC Course Paperwork 1.jpeg  
243K

INCLUDED DOCS  
SENT TO POLICE, ETC

SCVAL15 XC Course Paperwork 2.jpeg  
212K



SCVAL15 XC Course Paperwork.jpeg  
229K



Bob Rush <rushruener@aol.com>  
To: kirk.flatow@gmail.com

Wed, May 13, 2015 at 4:44 PM

Hi Kirk,  
Great to hear that you will be in charge again this year. I have your date on the calendar Tuesday November 3, 2015  
All is well.

Bob  
Robert Rush - Sports Consultant  
116 Wycombe Avenue  
San Carlos CA 94070  
cell 415-730-8299  
home/office 650-595-3619  
rushruener@aol.com  
[Quoted text hidden]



---

## Medical Coverage for SCVAL Meets at Crystal Springs

1 message

---

Kirk Flatow <kirk.flatow@gmail.com>

Tue, Jul 19, 2016 at 1:47 PM

To: PETER TAPIA <specialmed1@sbcglobal.net>

Cc: Bob Rush <rushrunner@aol.com>, Coach Armstrong <coacha@prodigy.net>, "waltvz@aol.com" <waltvz@aol.com>, kelsey feeley <swimwithkelsey@yahoo.com>, "Bonacorsi, Nick" <nick\_bonacorsi@fuhd.org>

Peter,

I will be the meet director for two SCVAL meets at Crystal Springs this year. I'd like to get on your schedule for medical coverage at both meets. The dates will be:

- Tuesday, October 4, first race approximately 2:30pm
- Tuesday, November 1, first race approximately 2:00pm

If you could please confirm your availability those days, i would appreciate this!

Thank you very much for your support! We look forward to working with you once more.

Sincerely,

Kirk Flatow

TO  
Email  
Peter Tapia,  
Medical  
2016



MEDICAL FOR ALL EVENTS

PO BOX 833  
PENNGROVE, CA 94951-0833  
415-722-8876 FAX 707-795-6975  
[SPECIALMED1@SBCGLOBAL.NET](mailto:SPECIALMED1@SBCGLOBAL.NET)

2014-004  
9/4/14

KIRK FLATOW  
SCVAL  
[kirk.flatow@gmail.com](mailto:kirk.flatow@gmail.com)

	XC	Due upon receipt	11/4/14
		SCVAL FINALS 11/4/14	
1		STAND-BY AT CRYSTAL SPRINGS CROSS COUNTRY COURSE	\$150.00
			\$150.00

Subtotal	\$	150.00
Sales Tax @ 0.00%		-
<b>TOTAL</b>	<b>\$</b>	<b>150.00</b>

Make all checks payable to SPECIAL MEDICAL AID



# College of San Mateo's Crystal Springs Cross Country Course Course Use Fees Invoice

Name of League or Organization: Santa Clara Valley Athletic League

Name of Race Director or League Commissioner: Kirk Flatow

Name of Meet: SCVAL Preview

Date(s) of your meet(s): Tue 02 Oct 2018

Meet Director's Address: Kirk Flatow  
Head Coach, Cross Country  
Monta Vista High School  
21840 McClellan Road  
Cupertino, CA 95014

Meet Director's E-mail: [Kirk.flatow@gmail.com](mailto:Kirk.flatow@gmail.com)

Home phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

*Your Course Use Fee is calculated as \$1<sup>00</sup> for each finisher in your 2017 meet... \$ 880 \$980*

*Your team fee is... \$ 100*

*Paid to* **CSM/Crystal Springs Account**

*Mail to* COLLEGE OF SAN MATEO  
JACQUELINE PIGOZZI – ATHLETIC DEPARTMENT  
1700 WEST HILLSDALE BOULEVARD  
SAN MATEO, CA 94402-3757

INVOICE #
CS 2018-08

- ✓ Please submit your Course Use Fees within 20 days of your meet.
- ✓ Indicate Event Name and invoice number on your check memo line.
- ✓ Be sure to send a copy of this invoice with your payment

Date invoice fee submitted: \_\_\_\_\_ Invoice #  
CS 2018-08

Total amount enclosed \$ \_\_\_\_\_

- ✓ Course Use Fees may vary from year to year and can be influenced by rising costs of chemical toilets and servicing of these units.



August 2018

Dear Race Director,

Thank you for hosting your upcoming XC meet on the Crystal Springs XC Course. We appreciate your return booking and hope you have enjoyed use of the facility. If it is your first time you have hosted a meet, welcome to one of the best XC courses in the United States.

College of San Mateo holds the only permit to maintain and operate the use of this magnificent XC facility. Our oversight has allowed the running community of middle schools, high schools, community colleges and other organizations to host their XC meets on it. As the primary permittee of the facility which is owned by the San Francisco Public Utilities Commission as a protected watershed, we take our stewardship responsibility seriously, and trust that after your meet you will continue to leave it in its magnificent, pristine state.

Over the last several years, bookings for meets on the course have increased. Associated with the growth of additional meets has been an increase in the services necessary to operate and maintain the facility. This growth plus the steady price increases from the service providers has necessitated a review of the Usage Fees necessary to cover these costs. As such you will notice an adjustment to your usage fee for the 2018 season. Be assured every effort has been made to minimize these necessary adjustments in an equitable fashion. Although the course is operated by College of San Mateo on a non-profit basis, costs for the operation of the course and its events must be covered by course Usage Fees as the college cannot subsidize its use. The revenues received from Course Usage Fees are the only means by which to pay for the rising operational costs.

Again, we thank you for booking your meets on the Crystal Springs XC course, and we wish you a successful XC meet and season.

Andreas Wolf  
Dean/Athletic Director College  
College of San Mateo

To: Kirk Flatow, SCVAL

From: Joe Mangan, College of San Mateo, Crystal Springs Cross Country Course  
Coordinator

Re: Course Usage Fee for the 2014 season

Date: Sept. 2, 2014

Kirk:

Please consider this an invoice for course usage fee for the following event(s):

SCVAL	Tuesday, Nov 4 <sup>th</sup>	\$700.00
-------	------------------------------	----------

Payment is due no later than November 15<sup>th</sup>, 2012. Please have the check made payable  
and send to:

Crystal Springs Cross Country Course  
c/o Joe Mangan  
College of San Mateo  
1700 W. Hillsdale Blvd.  
San Mateo, CA 94402

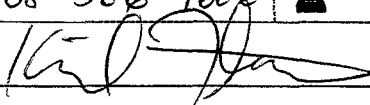
Joe Mangan  
College of San Mateo  
650-564-6448

## 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.

<b>Name of School or Sponsoring Organization:</b>	SCVAL		
<b>Name of Race Director (Please PRINT)</b>	KIRK FLATOW		
<b>Race Date(s)</b>	10 - 4 - 2016		
<b>CCS Sanction #</b>	N/A (LEAGUE MEET)		
<i>If this is a league only contest that does not require CCS Certification, identify the situation above.</i>			
<b>Race Director's E-mail address</b>	coach flatow@gmail.com		
<b>Office Phone</b>	<b>Home Phone</b>	<b>Cell Phone</b>	
☎ 408-366-7600	☎ 408-286-2248	☎ 408-893-7021	
<b>Sign name:</b> 			
<b>Fill out and forward to:</b>			
<b>Robert Rush</b> 116 Wycombe Avenue San Carlos CA 94070-1843 Phone 650-595-3619 Cell 415-730-8299 E Mail <a href="mailto:rushrunner@aol.com">rushrunner@aol.com</a>		College of San Mateo % <b>Andreas Wolf</b> Dean, Physical Education/Athletics 1700 West Hillsdale Boulevard, San Mateo, CA 94402 <a href="mailto:wolf@smccd.edu">wolf@smccd.edu</a>	

## Race Directors Release Form

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

<b>Name of School or Sponsoring Organization:</b>	
<b>Name of Race Director (Please PRINT)</b>	
<b>Race Date(s)</b>	
<b>CCS Sanction #</b>	

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

<b>Race Director's E-mail address</b>	
---------------------------------------	--

<b>Office Phone</b>	<b>Home</b>	<b>Cell</b>
---------------------	-------------	-------------

Sign name: \_\_\_\_\_

Fill out and forward to:

<b>Robert Rush</b> 116 Wycombe Avenue San Carlos CA 94070-1843 Phone 650-595-3619 Cell 415-730-8299 E Mail <a href="mailto:rushruner@aol.com">rushruner@aol.com</a>	College of San Mateo % <b>Andreas Wolf</b> Dean, Physical Education/Athletics 1700 West Hillsdale Boulevard, San Mateo, CA 94402 <a href="mailto:wolf@smccd.edu">wolf@smccd.edu</a>
--	--

## Bib Notes

In 2014, we ordered from Rainbow Racing Systems. They did a great job, and now they have the SCVAL logo on file in a hi-res digital format.

They had a pretty quick turn around so we were able to wait until late in the season and purge the rosters so we did not have too many extra bibs.

One thing I learned was that since we needed more than 1,000 bibs, we needed to go to a 'full custom' type of set up (the four digit numbers kicked us over into full custom, I guess). So in the future I'm thinking we can change colors for the De Anza and El Camino Leagues—different number colors or different backgrounds or something. The reason this is useful is that every once in a while slower runners in one league are passed by faster runners in from the following race in the other league; so different colored bibs would make it easier on the tag pullers. Hank can fix this, but if it does not cost any more, different colors seem like a good idea (and fun too).

Next time order a box of safety pins.

I sell the numbers to Hank, Hank pays me and rolls the cost of the bibs into the SCVAL bill.

The race director has the power to have his athletes assigned the lower numbers and custom assign numbers (so Jenny Xu got 1, other varsity athletes got their lucky numbers!).





PO Box 1409      sales@marathononline.com  
 Gresham, OR 97030      800-255-4120

Kirk Flatow  
 1143 Cherry Ave  
 San Jose, CA 95125-3718

C13133: Monta Vista High School

CUSTOMER PO	INVOICE NUMBER
	57652

PROJECT
CROSS COUNTRY MEETS

INVOICE DATE	PAYMENT DUE	TERMS
Sep 24, 2021	Sep 24, 2021	Credit Card

SHIP TO
Monta Vista High School Coach Kirk Flatow 21840 McClellan Rd Cupertino, CA 95014-4055 US

SALESPERSON	ORDERED BY	SHIP DATE	SHIPPING METHOD
Shawn McCaffrey	Kirk Flatow	Sep 24, 2021	FedEx Priority Overnight

QTY	ORDER DESCRIPTION	ORDER TYPE	UNIT PRICE	AMOUNT
3,600	STANDARD BIB - NO TEAR-TAG	PRINTED ITEM	0.2094	754.00

FedEx Priority Overnight 284156152026

**PAID IN FULL**

*Handwritten notes:*  
 2021  
 TICKETS  
 2021 FULL

Subtotal	\$754.00
S & H	\$19.48
Tax	\$0.00
<b>Total</b>	<b>\$773.48</b>
Payments	\$773.48
<b>Amount Due</b>	<b>\$0.00</b>



# SANTA CLARA VALLEY ATHLETIC LEAGUE

MONTAVISTALYNBROOKSARATOGAL  
OSALTO MNTA RA MESTEAD  
PALOALTO UNI O GAI SCUPERTI  
NOFREMO TMI IT SMO MNTAINVIE  
WWILCOXI NT VISTAL Y BROOKSA  
RATOGAL AL DS ANT CLARAHO  
MESTEAD O A G O DSGATO  
SCUPERTINO FREMONT MILPITASMOU

# 101

## LEAGUE OPENER 2019

## Meet T-Shirt Notes

Contact Information:

Elizabeth Rich [elizabeth@plaque.com](mailto:elizabeth@plaque.com) Olympic Recognition Products

In 2014 we sold meet t-shirts for the first time.

We sold 201 shirts, and made \$374 on the shirts. However, we also received \$250 each from three companies (Athletic Performance, Olympic Trophy and Ernst and Young) and put their names on the back of the shirts, so we ended up with \$1,124 from the shirts which pretty much paid for the medals. Not bad!

The one big problem we had was that people were not pulling down to the correct school in the school window. So when the shirt company sets up the ordering site, the default should be **<SELECT SCHOOL>** or something like that.

People thought black was boring, but kids wore this a lot.

Thoughts:

- Get the shirts on line earlier (which means design done earlier)
  - Thinking five designs that we rotate annually.
- Send out cut-and-paste emails for the coaches just after the coaches' pre-season meeting, and repeat every two to three weeks.
- Customization will be logos on the back AND you can pick the color of the shirt if you get 30 shirts ordered by team, or 20 for smaller teams (Santa Clara, Fremont and Cupertino)
  - In 2014, every school that ordered 30 shirts would get roster on the back. Monta Vista, Gunn, and Wilcox did this (Cupertino got this by accident when MV ordered Cupertino by mistake).

## 2014 SCVAL Meet T-Shirt Sales

School	Shirts	Roster	Penetration
Monta Vista	51	79	63%
Gunn	49	102	48%
Wilcox	22	109	20%
Los Gatos	22	62	35%
Cupertino	18	44	43%
Santa Clara	9	33	27%
Lynbrook	9	89	10%
Mountain View	8	83	10%
Milpitas	5	76	7%
Fremont	4	40	10%
Los Altos	2	96	2%
Homestead	2	57	3%
Palo Alto	0	122	0%
Saratoga	0	104	0%
Total	201	1,099	18%

**T-Shirt Profit on 183 shirts (does not include the 'second orders' from Gunn and Los Gatos):**

Revenue (183 shirts x \$15, tax paid on line)	\$2,745
Cost (183 shirts x \$12.04)	\$2,203
Artwork charge/films/set up for rosters on back)	\$68
Profit	<b>\$374</b>

POSTED THIS AT LEAGUE MEET

**ORDER YOUR SCVAL  
CROSS COUNTRY  
CHAMPIONSHIP MEET  
T-SHIRT!**

**ONLY \$15 FOR THIS TECHNICAL T-SHIRT!  
BOYS AND GIRLS STYLES AVAILABLE!**

T-SHIRTS MAY ONLY BE ORDERED ON-LINE AT:

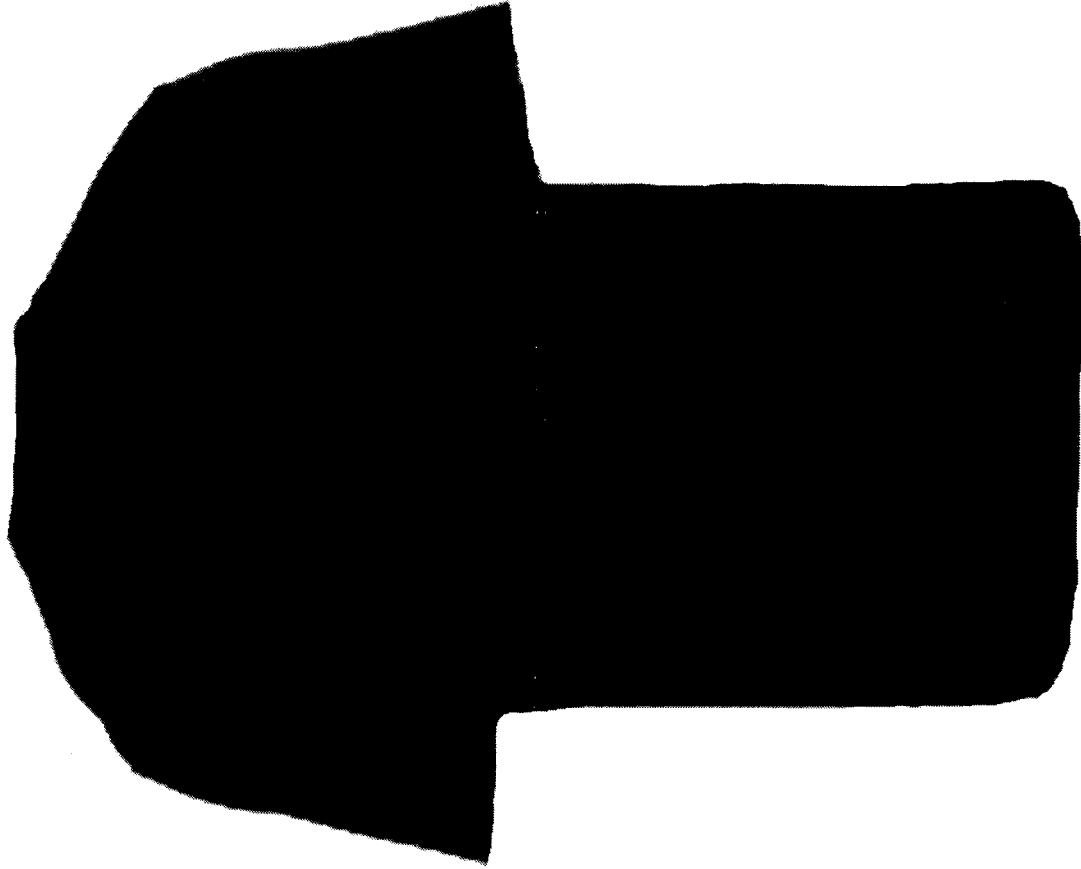
**[http://www.mysportpacks.com/category\\_s/281.htm](http://www.mysportpacks.com/category_s/281.htm)**

(take a photo of the URL...we know it's impossible to remember)

All t-shirts will be delivered to your coach at the championship meet on November 4. There will be no shirt sales at the meet, shirts will be sold on-line in advance only! Orders will close in mid-October.

**IF 30 OR MORE  
ATHLETES/COACHES/PARENTS AT  
YOUR SCHOOL ORDER SHIRTS...YOUR  
TEAM NAME AND COMPLETE TEAM  
ROSTER WILL BE PRINTED ON THE  
BACK! A GREAT SOUVENIR OF YOUR  
CROSS COUNTRY SEASON!**

2015 Dash



<b>SCREENING SPECIFICATIONS</b>	
CLIENT: 603 Films - SCVA	
WORK ORDER: 2150571	
SEPARATION: YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	
SCREENING/EMBROIDERY PROOF: YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	
No of FILMS ATTACHED: 02	
COLORS-QTY: 01	
<b>FILMS</b>	
<b>FULL FRONT</b>	
<input type="checkbox"/> 100% (1) - WHITE	
<b>FULL BACK</b>	
<input type="checkbox"/> 100% (1) - WHITE	
<input type="checkbox"/> MIXTURE OF COLORS ATTACHED	
<b>NEW</b>	<input checked="" type="checkbox"/>
<b>REORDER</b>	<input type="checkbox"/>
PREVIOUS ORDER	



**RECOGNITION PRODUCTS MANUFACTURING**

**TROPHY MANUFACTURING COMPANY**

1358 E. SAN FERNANDO at 28th STREET  
SAN JOSE, CALIFORNIA 95116

**DUE DATE: 10/31/2014**

**OLYMPIC**

Phone: (408)295-6300 Fax: (408)298-3056  
email: olympic@plaque.com www.plaque.com

<b>BILL TO:</b>	<b>ACCT #:</b>	<b>SHIP TO:</b>	<b>TRK #:</b>
Kirk Flatow - Santa Clara Valley Athletic League SCVAL		**Call	
Kirk Flatow			
21840 McClellan Rd		**See work order 2141184 for more details & info	
Cupertino	CA 95014		
Ph 408-893-7021	Fx	Ph	Fx
E-m kirk.flatow@gmail.com		E-m	

DATE	CUST. ORDER #	SALES REP	P.O. NUMBER	EVENT DATE	TIME	SHIP VIA	SHIPPING ACCOUNT #
10/20/2014	2141459	ELIZABETH		11/3/2014			

QUANTITY	ITEM #	DESCRIPTION	PRICE	AMOUNT
		**Meet Tshirt (to be sold)		\$ -
		Full front: 2-color imprint of UB white & HL white		\$ -
		Full back: 1-color imprint of white (see notes below for backs)		\$ -
104	62-001-ST350	Black Men's Sport-tek drift shirt: 19-S, 59-M, 23-L, 3-XL	\$12.04	\$ 1,252.16
79	62-001-LST350	Black Women's Sport-tek drift shirt: 10-XS, 44-S, 19-M, 6-L	\$12.04	\$ 951.16
		**Shirts net for \$12.04 each for a grand total of \$2,203.32		\$ -
		All get the same generic back with the exception of the following:		\$ -
		ST350 LST350		\$ -
		Wilcox: 1-S, 5-M, 3-L 1-XS, 7-S, 2-M, 2-L		\$ -
		Monta Vista: 4-S, 15-M, 5-L, 1-XL 3-XS, 4-S, 3-M, 3-L		\$ -
		Gunn: 4-S, 13-M, 5-L 2-XS, 15-S, 1-M		\$ -
		Cupertino: 5-S, 15-M, 3-L, 1-XL 2-XS, 4-S, 4-M		\$ -
				\$ -
				\$ -
1	55-006	Artwork charge (for custom names on backs)	\$48.00	\$ 48.00
4	55-007	Set-up/Films for backs with names on them	\$30.00	\$ 120.00
				\$ -
		**Taxes collected online		\$ -
				\$ -
1	ONLINE	Sold shirts for \$15 each online for a total of \$2,745.00	(\$2,745.00)	\$ (2,745.00)
1	DONATION	Shirt sponsor donation	(\$250.00)	\$ (250.00)
				\$ -
		**Redo shirts from 11/6 per Kirk (not purchased online)		\$ -
13	62-001-ST350	Black Men's Sport-tek drift shirt	\$15.00	\$ 195.00
26	62-001-LST350	Black Women's Sport-tek drift shirt	\$15.00	\$ 390.00
		ST350 LST350		\$ -
		Monta Vista: 1-S, 9-M 4-S, 1-M		\$ -
		Gunn: 2-M 4-S		\$ -
		Generic back: 1-S 11-S, 5-M		\$ -
1	TAXES	TAXES FROM SHIRTS, ARTWORK & FILMS	\$65.89	\$ 65.89
<b>SUBTOTAL</b>				\$ 27.21
<b>SHIPPING BY:</b> .....				
<b>TAXES</b>				\$ -
<b>TOTAL</b>				\$ 27.21

SIGNATURE \_\_\_\_\_

I HAVE CHECKED THE ABOVE ORDER INCLUDING THE PERSONALIZATION AND AUTHORIZE OLYMPIC TO PROCEED WITH THE ORDER AS STATED. ALL ORDERS REQUIRE A 50% DEPOSIT WITH BALANCE PAID UPON RECEIPT OF GOODS UNLESS OTHER ARRANGEMENTS HAVE BEEN MADE IN ADVANCE OF PLACING ORDER.

# Medals

Contact Information:

Elizabeth Rich [elizabeth@plaque.com](mailto:elizabeth@plaque.com) Olympic Recognition Products

- We are using the medals designed by Kirk Flatow—the die already exists. We could make another design—I've looked at knocking off the NY Marathon medal design which is more modern. The current design is kind of classic, but nice and heavy.

Engraving is costly but there is no charge for changing the color of the drape (ribbon). What we did in 2014 (and I think we will do in 2015) is have different colored drapes for places 1-5 (Blue, Red, Yellow, White, and Green; 8 of each for the 4 divisions in two leagues). The varsity medals will be engraved for places 1-5. The 1 through 5 medals in all divisions will be presented in an awards

- ceremony. The first 5 runners will get a tag on a string to go around their neck, which tells them to come to the awards area to get their medal. The rest of the medals (6-15 in varsity, 6-10 in JVG and FSB) will all have purple drapes, and all be handed out as those runners come through the chutes.

As we make more money, I'd like to get all the medals engraved.



SANTA CLARA VALLEY ATHLETIC LEAGUE  
MEDALS ORDER

2014

TOTAL QUANTITY: 119

TOTAL GOLD: 8 ALL WITH BLUE DRAPES

TOTAL SILVER: 8 ALL WITH RED DRAPES

TOTAL BRONZE: 103

8 WITH YELLOW DRAPES

8 WITH WHITE DRAPES

8 WITH GREEN DRAPES

9 WITH GRAY DRAPES

70 WITH PURPLE DRAPES

**SCVAL Medal Engraving**

Medal Type	Quantity	Engraving
Blue Drape	4	2015 XC V 1ST
Red Drape	4	2015 XC V 2ND
Yellow Drape	4	2015 XC V 3RD
White Drape	4	2015 XC V 4TH
Green Drape	4	2015 XC V 5TH
Gray Drape	9	2015 XC BOB RUSH SPORTSMANSHIP AWARD



## Team Champion T-Shirts

Contact Information:

Vendor

Elizabeth Rich [elizabeth@plaque.com](mailto:elizabeth@plaque.com) Olympic Recognition Products

Donor:

Merrill Lynch

Jeff Klinger

415-249-2283

We gave t-shirts to the winning varsity teams (4 total—2 boys teams, 2 girls teams, winners in the two leagues).

We used an iron gray technical shirt in 2014, I think that looks good; continue to use gray as long as that is an 'in color'.

For printing, my thought is to use the same design every year, but change the color. In 2014 we used yellow for the 'swoosh' off the SCVAL logo in the front and electric green for the back. I think that was a mistake, use the same color.

So I'm thinking right now,

2015: Electric blue (for front swoosh and back)

2016: Candy apple red

2017: Bright orange

2018: Violet

**2019: Carolina Blue**

But can do whatever colors we want are fine!

2019—  
changed  
vendor  
to  
Greenlayer  
(Justine  
Chi)



4804 NW Bethany Blvd #210  
Portland, OR 97229

**INVOICE**

Date: 06/19/2019 Order#: 15574

**Order Comments:**

Team Champions

**Additional Information:**

You need your shirts by (MM/DD/YYYY) 09/16/2019  
Your Account Manager is Justine Chi  
Event Name Team Champions

*2019 Championship  
shirts*

**Bill To:** (Customer ID#2419)**Ship To:**

Monta Vista High School  
Kirk Flatow  
21840 McClellan Road  
Cupertino, CA 95014  
United States  
1  
1coach.flatow@gmail.com

Monta Vista High School  
Kirk Flatow  
21840 McClellan Road  
Cupertino, CA 95014  
United States  
1

**Payment Method:****Shipping Method:**

Payment Details Over Phone

FedEx Ground

Code	Description	Qty	Price	Total
777S14M-CHA-1-02	E2 Unisex/Men's Short Sleeve Charcoal - Small	9	\$12.99	\$116.91
777S14M-CHA-1-03	E2 Unisex/Men's Short Sleeve Charcoal - Medium	19	\$12.99	\$246.81
777S14M-CHA-1-04	E2 Unisex/Men's Short Sleeve Charcoal - Large	6	\$12.99	\$77.94
777S14W-CHA-1-01	E2 Women's Short Sleeve Charcoal - X-Small	10	\$12.99	\$129.90
777S14W-CHA-1-02	E2 Women's Short Sleeve Charcoal - Small	22	\$12.99	\$285.78
777S14W-CHA-1-03	E2 Women's Short Sleeve Charcoal - Medium	5	\$12.99	\$64.95

Subtotal: \$922.29

Tax: \$0.00

Shipping & Handling: \$43.75

**Grand Total: \$966.04**

When a customer places an order with Greenlayer, LLC ("Greenlayer"), the customer is offering to purchase products from Greenlayer on the following Terms and Conditions, without exception or modification. These Terms and Conditions apply to all orders unless modified in writing and expressly accepted by Greenlayer.

**GreenLayer Acceptance.** Each customer order is an offer to purchase product from Greenlayer on these Terms and Conditions, and such other conditions as may be otherwise agreed to in writing. An order will not be valid until receipt of the offer to purchase has been expressly confirmed in writing by Greenlayer, which shall constitute an acceptance of the offer to purchase the products from Greenlayer on these Terms and Conditions. Absent written confirmation of a customer's order, Greenlayer shall have no obligation to deliver the products ordered.

**Accuracy of Your Order:** Confirmation of receipt of a customer's order by Greenlayer will create a contractual relationship between Greenlayer and the customer. All sales resulting from such relationship are final. If Greenlayer delivers the product(s) as specified in the order, the customer will be responsible for paying for all such product. Therefore, it is the customer's sole responsibility to review each order carefully for accuracy and compliance with Greenlayer product codes, styles, quantities, and colors. Greenlayer is not responsible for customer errors in ordering products.

Account Manager: Justine Chi

Front Artwork Location: Center Chest

Back Artwork Location: Center between shoulders

Style: Men's E2 SS Charcoal

Size (W"x H"): 10"w x 3.16"h

Size (W"x H"): 10"w x 13.43"h

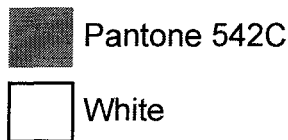
# of Colors: 2 + underprint

# of Colors: 2 + underprint

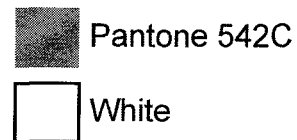
Approximate Placement - Not to Scale



**FRONT**



**BACK**



**Attention:** Please review this art proof for sizing, placement, shirt colors, and imprint colors. Note that the colors indicated on this proof may print differently than what you view on your screen. Colors in artwork will be printed to match as closely as possible. An exact match to a PMS color will result in an additional fee. Greenlayer can not be held responsible for any problems with artwork once approved by customer. Please review artwork thoroughly.

All art files will be printed this proof size across all garments. If you wish to pay for an additional set up fee to be done on different sizes shirts, we can accommodate this request. If you do not request additional set ups, all shirts will be processed with the same size art and Greenlayer and print shops will not be responsible for any problems with the artwork once it has been approved.

<p><b>Top 5 Finisher: Congratulations!</b> Please come to the Awards Ceremony to receive your medal. All Varsity: At the conclusion of the meet, near the banner All other awards presented at Start Line as follows: DAL JVG: Immediately before DAL V Girls EC JVG: Immediately before EC V Girls DAL FSB: Immediately before DAL V Boys EC FSB: Immediately before EC V Boys</p>	<p><b>Top 5 Finisher: Congratulations!</b> Please come to the Awards Ceremony to receive your medal. All Varsity: At the conclusion of the meet, near the banner All other awards presented at Start Line as follows: DAL JVG: Immediately before DAL V Girls EC JVG: Immediately before EC V Girls DAL FSB: Immediately before DAL V Boys EC FSB: Immediately before EC V Boys</p>
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AND PUT A STRIKE

I LAMINATED THESE AND TOP

FIVE IN EACH

RACE GOT THESE AT FINISH, GOT

THEIR MEDALS @ CEREMONY (I SAVED ONES I GOT RACE)

## **Job Assignments, Coach Reminders**

and Meet Directors Check-List

-----

### **REMINDERS/CRYSTAL RULES**

**All coaches are expected to be familiar with the Crystal Springs Handbook.**

#### **Coaches Please Note:**

Plan on having Bob Rush will show up and ask to see the medical kits and med release file from the coaches when you sign in. We tried arguing that this was unnecessary, and then in 2013 one coach was missing these items so we lost any high ground we might have had! Plan on bringing both items with you when you come to pick up your team's race numbers.

Crystal Springs course management would like you to remember that if any member of your team breaks a rule of the course or neighborhood, your school principal can expect a letter from the Crystal Springs course director.

#### **Coaches Please Remind Your Parents:**

Remind the parents NOT to call 911, contact the emergency contact person or the EMT/Peter Tapia on site.

Bicycles are not allowed on or around the course.

Pets are not allowed on or around the course.

#### **Coaches Please Remind Your Team Prior To Arriving at Crystal Springs--and again upon arrival:**

1. Do not walk on the lawn of any house on the way to the course--if residents complain about us, this could end our access to Crystal in the future. I always think we are pretty good here but I guess if I were a neighbor and kids walked across my yard I'd be upset--I can't imagine it happens much but let's remind the kids.

2. Do not warm up on the course. There are always a few teams/kids that do this. Please remind them.
3. It seems weird that kids do this but let's remind them--don't throw rocks, dirt, Frisbee, football, anything. This did happen in 2013. This is a rules violation.
4. Recycling ONLY in the plastic recycle bins. Trash in the dumpster. We will hand out a trash bag to every team at check in. To save space in the dumpster, please consider hauling everything away after the meet. Do not use the garbage cans in the park.
5. No bicycles, pets, etc--let the parents know, also.

**SCHOOL ASSIGNMENTS FOR THE MEET**  
**[TO BE DISCUSSED AT PRE-SEASON MEETING]**

1. (1 school) (EC or DAL). SIGN IN: Hand out bib numbers, check med kits and insurance and release forms, coaches sign in at start of meet.
2. (4 Schools) (2 EC, 2 DAL) CHUTE MANAGEMENT: Chute management and finish line judges (4 people each, one from each school will be a finish line judge).
3. (1 school) (EC or DAL) TIMER ASSISTANTS: Timer assistants (helping Hank Lawson) (2 people) (these people should show up early so Hank can show them exactly what he needs)
  - a. A main timer to press a button every time a runner crosses the finish line.
  - b. A person to get the start time for every race and also post the results.
4. (2 schools) (1 EC, 1 DAL) TAG PULLERS: Tag Pulling (3 people each)
5. (2 schools) (1 EC, 1 DAL) STARTERS. Fire the gun! Also please have your kids help with a sweep of the course to check for trash at the end of the meet.
6. (1 school) (MONTA VISTA) MEET DIRECTOR. Meet director (see check list), clean up, recycling bin 'integrity', emergency contact person, sweep course after every race, back up everything.
7. (1 school) (EC) ASST MEET DIRECTOR. Before meet, help coordinate the job assignments with EC if needed. At the meet, help monitor the finish line area and problem solve in finish line area mainly--providing skilled intervention when the parent



volunteers start to panic! Also please have people/kids available to 'plug' when kids collapse at finish.

8. (1 school) STREET MANAGEMENT: Have two people on the street to help direct traffic, answer questions, avoid problems with kids walking on lawns etc. BEFORE: From 90 minutes before the start until 15 minutes before the race start. AFTER: For the 30 minutes following the awards ceremony.
9. (1 school) To be discussed—where do we need help. (Course Sweep?)
10. TIMER/SCORER: Hank Lawson. Time meet, score, procure bib numbers and pins, post results on-line.

General Meet Director items:

Coaches signoff (Form 1) to be kept by Meet Director

Release Form (Form 2) mail by Oct 1st

Course Use Fee (Form 4) Check Crystal Springs

Handbook for cost, Mail by Oct 1st

Contact Bob Rush to see if Police are needed & for lock combo (Form 2)

Empty garbage cans into dumpster at end of meet

Summary of 2014 Job Assignments (Pre-Season Meeting)

Street Management

Check In

Starters

Scorer/Timer/  
Results

Lawson

Lawson

Timer Asst

Tags

Chute

Asst Meet Director/Finish Line Management

Meet Director

## MEET SCHEDULE

*{[Proposed schedule—to be discussed at pre-season meeting]}*

	<i>DAL</i>	<i>EC</i>
<i>FSB</i>	<i>2:00PM</i>	<i>2:15PM</i>
<i>JVG</i>	<i>2:45PM</i>	<i>3:00PM</i>
<i>VB</i>	<i>3:30PM</i>	<i>3:45PM</i>
<i>VG</i>	<i>4:15PM</i>	<i>4:30PM</i>

*AWARDS CEREMONY 5:15PM*

*To be discussed:*

*{The 2nd heat of the JVG race will start at 2:02PM and the 2nd heat of the FSB will start at 2:47PM. Each El Camino school may enter up to 15 runners in the first heat (the scoring heat) of the JVG and FSB races. You must send your list of these entries to me no later than Friday. Changes can be made on race day unless there are an overwhelming # of changes. All remaining runners will run in the 2nd heat.}*

*There will be a scoring (1st heat) and a non-scoring (2nd heat) heats for both the VG and VB races. The non-scoring 2nd heats of each of the varsity races will start 1 minute after the first heat. }*

## TIMING AND RACE ENTRIES

Hank Lawson will be timing and scoring the meet this year.

All coaches should send their entries to Hank on an Excel spreadsheet. The first cell should show the first name, the second cell should show the last name, the third cell should show the grade and the fourth cell should show the school. You do not have to show the entries by race but you should separate your lists into a list for the boys and one for the girls. If you want to send your entries to your league reps, they will forward them to Hank. You should submit your entries no later than the Friday before the race.  
hanklawtrack@gmail.com

Since unlimited SENIORS are allowed to run in the Varsity races, you must specify who your scoring seven runners are prior to the meet.

#### **MISC FOR MEET DIRECTOR**

The League Commissioner has agreed to pay all expenses for the meet so there will be no fee for each of the SCVAL schools. Contact Hank Lawson for his invoice [hanklawtrack@gmail.com](mailto:hanklawtrack@gmail.com). Here is the CSM Invoice.

**Contact Tony Nunes 30 days prior to League Finals and send him the invoices.**

Call Tony (408 275-9448) ten days prior to the meet to ensure invoices have been paid.

The meet director/assistant meet director will insure that all aspects of the meet are adequately covered so that the meet is smoothly run. Some items that the DAL coaches felt were important included – bringing trash bags, bringing toilet paper, arranging for a trainer to be on site, getting the key/combination # for the shed, getting the combination # for the gates to the course, handling the paperwork (See the Crystal Springs Race Director's Handbook link at <http://www.prepcaltrack.com/ATHLETICS/XC/cryhndbk.doc>

# BOILERPLATE FOR SPONSORS

## Opportunity to Sponsor The Santa Clara Valley Athletic League Cross-Country Championship Awards For Ten Years for Less than \$2,000 Total Cost (\$200 per year)

### Overview:

The Santa Clara Valley Athletic League consists of 14 schools from Palo Alto to Milpitas to Saratoga, with a combined enrollment of 28,017 in 2013-14. In 2013, almost 1,000 student-athletes competed in the league championship meet. However, the championship teams did not receive any team awards.

### Proposal:

We are grateful to Olympic Trophy Manufacturing Company for helping us come up with a cost-effective long term solution. What we propose is to produce a perpetual plaque for ten years' of championship teams, and also the championship award plaques for the teams to keep for each of the next ten championships. By producing all the plaques at one time, the company is willing to give us a great price—the cost will be less than \$200 per season to recognize four championship teams (girls and boys varsity champions in both the El Camino and De Anza Divisions). This is a great way to recognize our outstanding student-athletes! Another advantage is that for one payment, the sponsor will support the championships for 10 years!

Sample drawings of the perpetual and team plaques are attached, along with a quote.

### Recognition:

The sponsor would be recognized both on the plaques, and also on a championship banner. We would take photographs of the champion teams in front of the banner to provide to the sponsor every year.

Other possible enhancements to the program:

1. We think it would be great to provide either medals or t-shirts to the winning team members each year so they could commemorate their accomplishment. The t-shirts have the advantage of having room to discretely display a sponsor logo, the medals have the advantage of being in the kids' keepsake box when they are 60 years old! T-shirts would read something like 'Santa Clara Valley Athletic League: Team Cross Country Champion'. The cost to support this recognition for the 28 kids (four teams, 7 kids per team) would be \$300-600 per year depending on what you would like to support.
2. It would also be great to recognize the individual athletes who place highly in the championship races but are not on the championship teams, for example with t-shirts saying 'Top 10 Finisher: Santa Clara Valley Athletic League Cross Country Championships'. If we provided high quality running t-shirts or medals to 40 athletes (10 boys and 10 girls in two divisions) the cost would be less than \$1,000; if