



**AYSO Region 108 Belmont – Field Management Instructions**  
**All Fields Except Crystal Springs Middle School**  
**Updated 09/10/2018**

Providing a **safe and clean environment** for our players, and for the school kids who play on our practice/game fields, is a top priority for all of us. We also work in close coordination and cooperation with the schools and other sports groups in Belmont/Redwood Shores.

To ensure that we are consistent in our actions at our practice/game fields, the following are a set of expectations for  
- every coach, for practices; and  
- every manager, for games (typically applies to the first/last game on a field each day).

This document focuses on the equipment for each field. We also have a document titled has become a bit long. But the fields are listed alphabetically, so just go to the small section for the field you are using and it's fairly simple. **We also have created a supplemental document titled "AYSO Region 108 Belmont – Goal Storage Instructions" to provide instructions on goal storage and safety.**

Please refer to this doc when you are preparing at each field (except Crystal Springs Middle School. **Lock combinations are found on the private Field Resources page of our website.** Whenever in doubt about what to do - think "kids' safety" first.

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**In General:**

- 1) All Belmont (not Redwood Shores) fields have a wooden dirt box on the field with a combo of 2000. Inside these boxes is spare dirt to fill holes as necessary and make the field safe for the kids. If you see a hole in the field (kids/dogs dig them, water/erosion creates them), just go to the box and grab some dirt to smooth over the hole.
- 2) If you see something significant that needs attention from the city (example: a broken sprinkler head), please notify the Coach Administrator or Field Coordinator so we can get a message out to the city for a service call.

**Barrett Community Center:**

- The lock box is on the east fence painted "AYSO" on the lid and similar to Fox is a large metal dumpster unit. Belmont United has a separate orange box by the softball dirt field.
- **NOTE:** there are two sets (plus a couple extras) of corner flags in the storage unit. Please do not use the artificial turf flags for games at Barrett (those are for use at Carlmont High School or Crystal Springs Middle Schools...locations where we have no storage unit...you'll see the artificial flags themselves stored in a black bag and the white flag bases also in the unit). Rather, use the corner flags with grass spikes as those are intended for games at Barrett.
- Pre-game: place the corner flags in the corners and place 1 sandbag on each goal back bar [if no sandbags - hammer two anchors (big metal candy cane shape) on each goal back bar about 6' apart]. Walk the field to remove any junk, pencils, etc., and to identify any holes to fill with dirt or mark with a cone from the coach.
- Post-game: return the corner flags and sandbags (or anchors) to the bin and ensure that the bin locks closed at both locks.

**Fox Elementary School:**

- The lock box is located in a large metal dumpster unit behind the baseball backstop in between the two fields.



- NOTE: there are two sets (plus a couple extras) of corner flags with grass spikes in the storage unit.
- Pre-game: place the corner flags in the corners and. Walk the field to remove any junk, pencils, etc., and to identify any holes to fill with dirt and report to your Division Coordinator.
- Post-game: return the corner flags to the box and ensure that the box locks closed.

**McDougal Park:**

- The lock box is located in a large metal dumpster unit behind the baseball backstop in between the two fields.



- NOTE: there are two sets (plus a couple extras) of corner flags with grass spikes in the storage unit.
- Pre-game: place the corner flags in the corners and. Walk the field to remove any junk, pencils, etc., and to identify any holes to fill with dirt and report to your Division Coordinator.
- Post-game: return the corner flags to the box and ensure that the box locks closed.

### **Ralston Middle School:**

- The lock box in the walk-in metal unit painted green on the fence near 3rd Base on the larger of the two baseball fields (the "50/70" field). There are multiple walk-in units there, with all the larger ones being used for baseball. Ours is the smallest one nearest to 3rd Base on the dirt infield.



- NOTE: there are two sets (plus a couple extras) of corner flags with grass spikes in the storage unit.
- Pre-game: place the corner flags in the corners and. Walk the field to remove any junk, pencils, etc., and to identify any holes to fill with dirt and report to your Division Coordinator.
- Post-game: return the corner flags to the box and ensure that the box locks closed.

### **Cipriani Elementary School:**

- There are no goals or storage on this field.

### **Marlin Park:**

- There is a low (tan/reddish?) metal storage box located by the baseball backstop. The lock code is available in the Managers page on our website.
- Pre-game: place the corner flags in the corners and 2 sandbags on each goal back bar, 1 on each corner. Walk the field to remove any junk, pencils, etc.
- Post-game: return the corner flags and sandbags to the box, and ensure that the box locks closed.
- Marlin can accommodate 2 concurrent 7v7 games and one 9v9 game, or one 11v11 game.
- In most cases, if we are practicing or playing a game at Marlin, it's as an invited guest of Juventus Soccer Club with approval from the City. Here are some comments from Juventus and the City on the field.
  - Please be sensitive to neighbors, i.e., noise, collect and dispose of trash, etc.
  - Multiple games at the same time can negatively affect traffic and parking
  - Do NOT drop off kids at or near the red zone corner
  - Avoid 'middle of the road' or 'driveway' U-turns on Cringle/Neptune
  - Juventus has taken a leadership role and partnered with the Neighborhood Officer from Redwood City Police Department to address several of these things (although allegations of misconduct are borne by all users)

### **Nesbit Elementary School:**

- The lock box is the walk-in metal unit behind the baseball backstop...next to a larger Little League wood walk-in unit. It is painted grey.
- Pre-game: place the corner flags in the corners and 2 sandbags on each goal back bar, 1 on each corner. Walk the field to remove any junk, pencils, etc., and to identify any holes to fill with dirt or mark with a cone from the coach.
- Post-game: return the corner flags and sandbags to the shed. Ensure that the shed handle locks closed by: 1) rotating the handle to point-down position (you will hear a light metallic bang), **then** 2) rotating it back up to locking horizontal position; pull the door without the lock on to ensure that the door can't swing open. Then add the lock.

### **Sandpiper Elementary School:**

- The lock box is labeled "AYSO" and is directly behind the baseball backstop. The lock is often tricky and is a challenge to lock and unlock...stick with it and it will work.
- Pre-game: place corner flags/bases in the corners and 2 sandbags on the near goal's back bar, 1 on each corner. Walk the field to remove any junk, pencils, etc. ALSO - check the metal base pegs on the baseball field at 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> base; if metal is exposed, cover it with a plug (from the storage box). If a plug is not available, discuss with the referees to cover/mark with cloth, cones etc. to ensure safety.
- Post-game: return the corner flags/bases and sandbags to the box and ensure that the box locks closed.

### **Sports Complex (BSC) - South:**

- AYSO's lock box is next to the large softball walk-in unit. It's a rusted KNAACK Box on the wall opposite of 1st Base on the softball field.



- Pre-game: place the corner flags in the corners, move the goals into game position, and place sandbags on each goal back-bar as instructed. Walk the field to remove any junk, pencils, etc., and to identify any holes to mark with a cone from the coach.
- Post-game: return the corner flags to where you got them.

**Sports Complex (BSC) - North:**

- This box does not belong to AYSO...it is Belmont United's box, so be sure to take care of it. It's the long black box by the middle tee-ball backstop.
- Corner flags are stored a) in the baseball announcing/lights booth, on the 1<sup>st</sup> floor in the back corner (coach has key).
- **NOTE:** there are multiple sets of corner flags in the storage unit. **Please do not use the artificial turf flags, stored in a black Adidas backpack) for games at the Sports Complex** (those are for use at Notre Dame de Namur University (NDNU). Rather, use the corner flags with grass spikes as those are intended for games at the Sports Complex.
- Pre-game: place the corner flags in the corners, move the goals into game position, and place sandbags on each goal back-bar as instructed. Walk the field to remove any junk, pencils, etc., and to identify any holes to mark with a cone from the coach.
- Post-game: return the corner flags to where you got them.

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**\*\*\* THANK YOU! \*\*\***

We cannot emphasize enough the importance of following these field management steps. We must ensure child safety and maintain good coordination with the schools and other sports groups in Belmont/Redwood Shores. Please contact any Board Member for any questions or clarifications.