



AYSO Region 108 Belmont – Field Management, Rules & Bathroom Code
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 rules and equipment guidelines for Crystal Springs Middle School. We also have a 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 using Crystal Springs Middle School.](#)

In General:

- 1) The field has a wooden dirt box on the field with a combo of 2000. Inside the 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.

Crystal Springs Middle School (Belmont) Rules:

- We use this field when permitted hours allow during off-hours for the school's use of the field. Use of this field is under strict requirements from the school and the city, including the club having had to pay a sizable deposit to pay for any potential damages. Please be very careful with use of this field, and follow these basic rules:
 - game cannot start earlier than 9AM
 - game cannot start after 5PM
 - only enter through the designated gates (no fence hopping);
 - no dogs allowed;
 - no food allowed;
 - no drinks other than water;
 - must throw away all trash in the designated trash receptacles;
 - may only park in designated spots, etc.;
 - teams may not warm up on grass areas;
 - no tobacco products allowed of any kind

- no alcohol allowed
 - no tailgating or similar activities in the parking lot
 - no weapons of any kind
 - no offensive expressions, verbal or written, deemed hateful, exclusive, discriminatory
 - no controlled substances of any kind
 - no skates/skateboarding
 - no permanent or temporary painting or marking of any kind
 - no BBQ-ing, grilling, or open flames of any kind
 - no noise makers of any kind
 - no amplified music
 - no inserting or hammering stakes that would puncture the turf, grass or anywhere
 - no motor vehicles of any kind, other than in the designated parking areas
 - no bicycles
 - no glass bottles or glass containers of any kind
 - no metal spikes, cleats, or any other footwear that would damage the turf or grass surface
- **Bathroom combo:** 123456
 - **Special permit process instructions** – On game days, a City representative will be onsite before the first game and at the end of the last game of the day. Coaches for the first and last games will be responsible for completing and submitting the pre/post game checklist (see Exhibit 1 at the end of this document) and sending to George Brunson gbrunson@belmont.gov.
 - We do not have any field storage unit at Crystal Springs Middle School. All you need are corner flags...we have a set of artificial turf flags for use at Crystal Springs games in the storage unit at Barrett (see instructions above). Make sure to get them before your game and replace them after your game (unless there is a game immediately before/after your game and you have had a conversation with the coach/manager of the other team to ensure that they are taking responsibility for the equipment).
 - Pre-game: place the corner flags in the corners. 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 to our Barrett storage unit and ensure that the bin locks closed.

***** 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.

Exhibit 1 – Crystal Springs Middle School Facility Checklist

CSUS Facility Checklist

Item Checked	Pre-Use Y/N	Post-Use Y/N	Notes
FIELD			
Gate(s) Hardware Secure/Working Properly			
Field Walked			
Litter Removed			
Landscape Clean			
Quick Coupler Boxes Covered			
Trash Cans Empty			
Garbage Bagged			
Placed Outside RR	NA		
RESTROOM			
Restroom Clean		NA	
Restroom Stocked		NA	
Extra Liners in Bottom of Trash Can Outside RR		NA	
Utilities and Fixtures Working Properly in RR Including Lights.			
Parking Lot			
Cans in Parking Lot			
Litter Removed			
Landscape Clean			
Charge-it Stations Covered			
MISC:			
Any Pre-Conditions Identified by User			

Authorized Representative: _____ Date: _____