

Crystal Springs Cross Country Course Course User and Directors Handbook

College Of San Mateo



Course History

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

A verbal permit was granted to College of San Mateo and local high schools for the use as a competitive cross-country course by the then Peninsula Division of the San Francisco Water Department. Mr. Ed Fonseca granted the permit.

In 2002 the Peninsula Water Department (adjacent to the course) agreed to install power to the scoring shed on the course as a public service gesture. In order to make the installation, a permit from the now San Francisco Public Utilities Commission was required. In order to gain access, a new written permit for land use was needed. College of San Mateo requested the permit which the SFPUC issued at the cost of \$1,000.00

Robert Rush, the course director since 1971 was designated by College of San Mateo to continued serving as the course director subsequent to his retirement from College of San Mateo in 1995 and he remains on the college staff as an assistant cross country coach for this purpose.

Over the past 40 years, it has been estimated that over 300,000 student athletes have run competitively on the course. In addition, thousands of people use the course as a walking, jogging and fitness trail. The courses contribution to the community's health and fitness is enormous. Its continued use for the schools and community is vital.

In order to remain in good standing, College of San Mateo and its Crystal Springs Advisory Committee have established rules and regulation contained within this document as expectation and behaviors to be followed for use of this prestigious facility.

This handbook will be posted on www.norcalstat.com (on the left side of the page as Crystal Springs Race Director's Handbook) and <http://www.lhs.fuhsd.org>.

Books last revision: March 3, 2011

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Crystal Springs Cross Country Course Course User and Directors Handbook

College Of San Mateo

Crystal Springs Cross Country Course Advisory Committee

The Crystal Springs Cross Country Course Advisory Committee was formed in 2004 to be a sounding board for the running course.

Duties of the Advisory Committee:

- 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.
- 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 committee will consist of the following persons, starting in 2011:

Andreas Wolf.....Dean, Physical Education/Athletics.....wolf@smccd.edu..... 574-6462
Joe Mangan..... Head Track and Cross Country Coach manganj@smccd.edu.....918-9353
Bob Rush.....Crystal Springs Course Coordinatorrushruner@aol.com..... 595-3619
Bill DaskarolisAragon High Schoolbdasko@comcast.net..... 510-657-7592
Jim Hume.....Retired.....jcdhume@sbcglobal.net..... 571-5913
Will McCarthySerra High Schoolwmccarthy@serrahs.com..... 212-1955

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.
- On race day, 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. After the race, this form to be mailed by United States Mail to Joe Mangan at the College of San Mateo 1700 W. Hillsdale Blvd. San Mateo CA 94402.
 - **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 must also have these items when practicing on the Crystal Springs Cross Country Course.

Each race director will designate **an Adult Communication Coordinator**. This person should not be actively coaching or the Meet Director. The duties of the communication coordinator and/or race director are to:

- Have a College of San Mateo approved Emergency Medical Service on site before competition may begin. The Athletic Director of College of San Mateo must approve the EMS.
- The EMS is the only person who has the authority to call for medical aid for persons that the EMS is treating, should this athlete/person need to be transported to a hospital.

- Observe the competition and be capable of informing the EMS, the affected coach and the race director that they may have **an athlete/person in medical trouble**.
 - The EMS at the race they should be informed first, that there may be an athlete/person in medical trouble, and then the coach and the race director should be informed. The **Communication Coordinator** primary job is communication to all parties concerned. The Communication Coordinator should have a mobile phone and the number of the EMS programed in his/her phone.
 - 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 a mobile phone to contact with the adult communication coordinator. **The use of a bicycle is authorized for this purpose.** This is practically important on days when the temperature is 70+ degrees
- Any time an athlete is transported to a medical facility from the Crystal Springs Cross Country Course, the Race Director or EMS shall submit a written report to Joe Mangan, College of San Mateo’s Cross Country Coach, setting forth in detail the circumstances. **[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.

Conformation that the coach had a medical kit and emergency card in his/her possession for the athlete.

- Description of the incident, that addresses at least the following:
- What was the condition of the athlete at the time of transportation to a medical facility?
- How was the coach notified of the incident?
- What first aid was given and by whom?
- Who made the decision to call emergency aid?
- Information on the athlete, including whether the athlete was sick before the race?
- The number of days of training they had before the race and weather the athlete obviously over weight?
- Was the athlete hospitalized, and if so for how long were there any long lasting complications?
- Weather conditions at the time of the incident, including air temperature, relative humidity and wind conditions.
- 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 street as 2565 Hallmark in Belmont and go through the gate next to this address. Send someone out to the gate to guide in the emergency assistance.

(650) 595-7400

The emergency phone number that should be called is (650) 595-7400. 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. Note: If a coach, race director or anyone else calls for emergency services via 911, the runner will automatically be transported to a local hospital for evaluation. Only a parent can stop the athlete from being transported. This is why the EMS should make the decision on transport or calling for an ambulance.

- The EMS has authority over the race director to stop or delay competition should a dangerous situation develops because of heat and humidity or any other situation which would jeopardize the health or safety of those competing at the Crystal Springs Cross Country Course.

Team Practice Policies and Procedures for Crystal Springs Course

While teams are welcome to practice on the Crystal Springs Course, there are some restrictions.

- **Teams are not to practice any time there is a scheduled competition on the course.** Teams are not to be on the course 90 minutes (1 ½ hours) before competition begins or within sixty minutes (1 hour) after the competition has concluded. Coaches should not to ask Race Directors for exceptions to this rule, because, in the interest of safety and fairness, Race Directors are not authorized to grant it. The Principal and Athletic Directors of the schools violating this rule will be notified.
- **We are in the process to have a sign on an A frame at the second gate. The A frame will be chained to the gate area. It will state that course is closed to the public. There is no walking, jogging, running, hiking or team practice today during the current time competition is in progress on the course. It will be the race director's responsibility to make sure this sign is in place and put away at the end of the day.**

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 at any time in Crystal Springs Cross Country Course Area.

1. Smoking
2. Dogs Or Other Animals Except Medical Approved Animals (Seeing Eye 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 would not otherwise be visible from the start/finish area)

4. Unauthorized Motor Vehicles Of Any Kind
5. Campfires Or Open Flames Or Bar-B-Q's
6. Running or practicing on the course during muddy conditions. If foot prints are made in the Mud, running should not be done.

Miscellaneous Rules

1. No rock throwing
2. No ball throwing...football, baseball, soccer, nerf or any other type
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 flatted down and carried out of the course area including Hallmark Park.

Plastic bags will be provided and are located in the scoring shed and will be issued 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 next to 2565 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 don't get stolen. This is very important.

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 day. This is the Race Directors responsibility.

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 or porch area 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 on Hallmark Drive. This is very irritating to the local homeowners who are trying to get home. Unloading and loading should be done **beyond the last house (house #2565) on the right side of Hallmark.** This area is designated for this 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.

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.
7. Do not leave trash and debris on the streets or sidewalks or on private property.
8. All illegally parked 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 bears the ultimate responsibility for all of the above rules and regulations.

NEW: The fine system has been dropped! Instead, each violation of any of the rules, both the rules and regulations of the course and the rules and regulations concerning conduct in the neighborhood will result in an informative letter sent to the offending school's Principal and Athletic Director and a copy to the school's League Commissioner.

This letter will state that there has been an infraction(s) to the rules governing the Crystal Springs Cross Country Course. The Principal will be **requested to return a letter** or email to the Joe Mangan Cross Country Coach at CSM assuring that the coach has been told that his/her team and/or bus driver must know and abide by the rules set forth in the Crystal Springs handbook. **This Principal's return letter request must be received by Coach Mangan before that team will be allowed back on the course for any competition or practice!**

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

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

1. **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.
2. **Acclimatization:** Gradually build up the tolerance for running in hot weather
3. **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 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 vitamins can turn the urine 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:

70 Deg. F-80Deg. F	Fatigue possible with prolonged exposure and physical activity Heat exhaustion possible, caution advised. Heat stroke possible.
80 Deg.F-105Deg F	Sunstroke, heat cramps and heat exhaustion with heat stroke very possible
105Deg F-115 Deg. F	Sunstroke, heat cramps and heat exhaustion likely, and heat stroke likely

- 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 75-80 Degrees F that we have to start looking for the above factors.
- **A devise 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.(Heat Index)**
- 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 could be halted or delayed should it be designated as a red flag fire area by the weather bureau.

As stated earlier, The Emergency Medical Service may halt or delay competition should these Extreme conditions occur.

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.

Reference: Dr. Stephen M. Pribut’s Sports Pages

Warning: The intake of full strength Gatorade or other “sugared sport drinks” should be avoided prior to racing. This causes a spike in the blood sugar and can lead to medical problems for the athlete. Plain water or at most one part Gatorade or sugared sport drink to three parts water.

Sugared sports drinks are not advised unless competing in races 10 miles or longer.

It should also be noted that orange juice is acidic and can cause stomach upset if ingested before racing.

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 Joe Mangan, Cross Country Coach 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, and College of San Mateo. 1700 W. Hillsdale Blvd. San Mateo CA 94402

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

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

NEW: As Race Director I have made contact with Peter Tapia-Emergency Medical Director and have arranged to have him or his approved designee on the course before competition may start.

Sign name: _____

Fill out and forward to:

Robert Rush 116 Wycombe Avenue San Carlos CA 94070-1843 Phone 650-595-3619 Cell 415-730-8299 E Mail rushrunner@aol.com	College of San Mateo % Joe Mangan Physical Education/Athletics 1700 West Hillsdale Boulevard, San Mateo, CA 94402 E Mail manganj@smccd.edu
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Medical Incident Report Form

To be filled out by the EMS on site for any athlete that has to be transported by emergency services.

Date _____ Air Temperature on race day _____ Humidity _____ %

Race Name		Host School	
Race Director's Name		Race Director's	
Home		School Phone	
E-mail address		Coaches Email And Phone	_____

Athlete Involved:

Last Name		First Name	
Athlete's School		Year in school	Coaches Name _____

Yes No Did the athlete have a medical condition before the race—asthma, cold, flu, dysentery, vomiting (if yes describe) _____

Yes No Did the athlete ingest full strength Gatorade or sugar sport drink before the race? If so how much? _____

Was there an Adult Communication Coordinator on duty Yes__ NO__ If yes, their **Name** _____ **Phone number** _____

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

Yes No Is the athlete overweight for their height and age? Athlete's weight: _____ lbs.

Information about the athlete's coach

Coach's Last Name		Coach's First Name	
Coach's Home		Coach's E-mail:	

Yes No Did the coach have a medical kit in his possession?

Yes No Did the coach have a medical emergency card in his possession for the athlete?

How the coach was 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** _____

Emergency person on site.

Date submitted

Submit to: Joe Mangan, Physical Education/Athletics, College of San Mateo, 1700 W. Hillsdale Blvd, San Mateo CA 94402...Phone: 650-574-6448.....E-Mail manganj@smccd.edu

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
 manganj@smccd.edu
 College of San Mateo
 1700 West Hillsdale Boulevard,
 San Mateo, CA 94402-3757
 650-918-9353

(Do not send the check to Bob Rush)

Name of League or Organization:	
Name of Meet	
Name of Race Director or League Commissioner:	
Date of Competition	
Invoice Mailing Address	
E-mail	

Home phone:	Cell Phone:
--------------------	--------------------

Date:	Invoice Amount :	\$
	Total amount enclosed	\$

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
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)