

Kadena Youth Sports & Fitness



Program Manual

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WELCOME

It is our pleasure to welcome you to our Youth Sports & Fitness Program - the Best in Air Force! We offer several programs, events and opportunities for you to become involved in and meet the youth, families and fellow coaches here at Kadena. It is our goal to make a positive difference in the lives of youth and families by providing quality, fun-filled exciting programs to our Air Force, Army, Navy, Marine Corps and DOD Civilian personnel living on, working on, or just visiting Kadena. Please take a few moments to read through this handbook prepared especially for you - our valued parents, players, and coaches

MISSION STATEMENT:

Enables the operational mission of the Kadena team, both the warfighters and their families, by embracing all aspects of youth development, incorporating positive principles of recreation, and meeting the needs of our diverse community.

PROGRAM OVERVIEW

Youth Sports & Fitness is a part of Kadena Youth Programs. Together with the Kadena Youth Center, Teen Center Millennium, and the School Age Program, the exciting and engaging staff, programs and facilities provide recreational, developmental, social and physical fitness activities, and special events for over 7,000 youth each year.

Kadena Youth Sports & Fitness provides recreational leagues and classes for more than 3500 youth each year. Youth and teens ages 5-18 years participate in basketball, soccer, football, volleyball, baseball, softball, cheerleading and fun run programs offered throughout the year. Youth Sports & Fitness also offers instructional classes, clinics, camps, fitness programs and international cultural exchange programs. With over 600 coaches and volunteers helping to make a difference in the lives of youth annually, we are always looking for more adults willing to make a positive impact in the Kadena community by coaching/mentoring youth.

PROGRAM STANDARDS

Kadena Youth Sports & Fitness is modeled on standards established by Boys & Girls Clubs of America (BGCA), the National Alliance for Youth Sports (NAYS) and Air Force Services' youth, family and community program requirements. In addition, programs are operated in accordance with Department of Defense Instruction (DODI) 6060.4, Air Force Instruction (AFI) 34-249, *Youth Programs*, AFMAN 34-804, *Youth Sports & Fitness*, current year Air Force Inspection checklists, and local 18th Force Support Squadron and Airman & Family Services Flight operating instructions.

PLAYERS' CODE OF ETHICS

I hereby pledge to provide a positive attitude and be responsible for my participation in Youth Sports by following the Code of Ethics:

- I will encourage good sportsmanship from fellow players, coaches, officials and parents at every game and practice.
- I will attend every practice and game that is reasonably possible and notify my coach if I cannot.
- I will expect to receive a fair and equal amount of playing time.
- I will do my very best to listen and learn from my coaches.
- I will treat my coaches with respect regardless of race, sex, creed, or abilities and I will expect to be treated accordingly.
- I deserve to have fun during my sports experience and will alert parents or coaches if it stops being fun!
- I deserve to play in an alcohol, tobacco, and drug free environment and expect adults to respect that wish.
- I will encourage my parents to be involved with my team in some capacity because it is important to me.
- I will do my very best in school.
- I will remember that sports are an opportunity to learn and have fun.

COACHES' CODE OF ETHICS

I hereby pledge to live up to my certification as a NYSCA Coach by following the NYSCA Coaches Code of Ethics:

- I will place the emotional and physical well being of my players ahead of a personal desire to win.
- I will treat each player as an individual, remembering the large range of emotional and physical development for the same age group.
- I will do my best to provide a safe playing situation for my players.
- I will promise to review and practice basic first aid principles needed to treat injuries of my players.
- I will do my best to organize practices that are fun and challenging for all my players.
- I will lead by example in demonstrating fair play and sportsmanship to all my players.
- I will provide a sports environment for my team that is free of drugs, tobacco, and alcohol, and I will refrain from their use at all youth sports events.
- I will be knowledgeable in the rules of each sport that I coach, and I will teach these rules to my players.
- I will use those coaching techniques appropriate for all of the skills that I teach.
- I will remember that I am a youth sports coach, and that the game is for children and not adults.

PARENT'S CODE OF ETHICS

I hereby pledge to provide positive support, care, and encouragement for my child participating in youth sports by following this Parents' Code of Ethics:

- I will encourage good sportsmanship by demonstrating positive support for all players, coaches, and officials at every game, practice or other youth sports event.
- I will place the emotional and physical well being of my child ahead of my personal desire to win.
- I will insist that my child play in a safe and healthy environment.
- I will require that my child's coach be trained in the responsibilities of being a youth sports coach and that the coach upholds the Coaches' Code of Ethics.
- I will support coaches and officials working with my child, in order to encourage a positive and enjoyable experience for all.
- I will demand a sports environment for my child that is free from drugs, tobacco and alcohol and will refrain from their use at all youth sports events.
- I will remember that the game is for youth - not adults.
- I will do my very best to make youth sports fun for my child.
- I will ask my child to treat other players, coaches, fans and officials with respect regardless of race, sex, creed or ability.
- I will help my child enjoy the youth sports experience by doing whatever I can, such as being a respectful fan, assisting with coaching, or providing transportation.
- I will read the National Standards For Youth Sports and do what I can to help all youth sports organizations implement and enforce them.

YOUTH PROGRAMS PHILOSOPHY

Our philosophy is that youth sports participants are most successful in environments that are positively challenging, supportive, safe, and adult-supervised. This is achieved by creating a wide array of opportunities for youth to participate in organized recreational, social, educational, developmental and physical activities. Our emphasis is on participation by youth and teens in age appropriate, individual and group activities throughout the respective programs we offer.

CONCEPT OF WINNING

Participants can learn from both winning and losing if winning is placed in a healthy perspective. Staff and volunteers should teach players' winning is not the primary goal. Teach players that losing a game or event is not a reflection on their own self-worth. Staff and volunteers should inform participants that success is related to effort and is found in striving for the best they can do.

GENERAL POLICIES

SMOKING/ILLEGAL DRUGS

IAW AFI 34-249, *Youth Programs*, smoking, the use of smokeless tobacco products, the use of alcohol, and/or the use of illegal drugs is not allowed in any Youth Programs facilities, vehicles, playing fields or areas at any time. Smoking and other smokeless tobacco products must be kept out of the sight of youth at all times.

PARKING

Parents may park in designated parking lot areas for Youth Programs patron use. Illegally parking in handicap reserved parking, loading zones and/or non-parking areas may result in violators receiving parking tickets. **Note:** *Youth Programs Facility managers have been trained and authorized by 18 SFS-Security Forces personnel to issue tickets for illegally parked vehicles.*

PROGRAM ELIGIBILITY

Youth eligible for youth programs as authorized in AFI 34-262, Services Programs and Use Eligibility, may participate in organized youth sports programs. All players must be properly registered with the Youth Sports & Fitness Office before participating in any practices and games. A player will be considered properly registered when a properly completed registration form, a current physical form, payment and proof of age have been placed on file.

INCLUSION POLICY

Youth Sports and Fitness will ensure participation for all regardless of race, creed, sex, religion, economic status or ability. Youth with special needs are encouraged to participate in all Youth Sports and Fitness programs when they can be reasonably accommodated. Parents must inform staff and coaches of the need and annotate it on their registration form.

PARTICIPATION GUIDELINES

EQUAL PLAYING TIME

Opportunities to participate in youth sports must be available for young athletes at all levels of playing ability. Each child must be given equal opportunity to play in every game. The youth sports and fitness director will establish specific guidelines for youth sports and modify rules to meet certain criteria for particular sports and age groups.

PARTICIPANT REGISTRATION

All registrations are conducted on a first-come, first served basis, as spaces are limited. To complete the registration process for first time participants, the following information is required.

- ❑ Proof of Age (birth certificate, passport and/or ID Card)
- ❑ AF IMT 88
- ❑ Current Physical (needs to be valid through the entire season)
- ❑ Registration Form

PLAYER SPECIAL PLACEMENT (WAIVERS)

The youth sports and fitness director is authorized to move a gifted athlete into another age group when it is in the best interest of that child or the other children playing that sport. Movement of more than one age group is not allowed. Parent's permission for such moves must be obtained and the overall social and physical developmental level of the child considered.

1. Waivers may be requested only for the following circumstances:
 - Gifted and/or highly experienced youth may be moved to the next higher age group provided they fall into the age requirements of the National Standard.
 - Physically or developmentally challenged youths may be placed in a lower age group (regardless of chronological age) if a medical statement substantiates the condition.
2. Waivers must be submitted during the registration period using the prescribed format available at the Youth Sports and Fitness Office. Waivers must address the physical, emotional and mental aspects of development of your child and the reasoning why your child should be considered for such a move.
3. Approval of waiver will be on a space available and skill assessment basis after the end of the registration period and teams are formed. (i.e. If your child is 8 years old and requesting to move to the 9-10 Division – if the 9-10 Division is full, your waiver will be denied.)
4. Once a waiver has been approved and on file with the Youth Sports and Fitness Office – that child will automatically be enrolled in that age division until the waiver is no longer applicable. Waivers must be renewed only when moving to a different age division other than that which is indicated on the original waiver.
5. During skill assessments, any child that the youth sports staff feels needs to be advanced to a higher division will be allowed to place a waiver on file at that time.
6. Youth Sports and Fitness Staff will notify you as to the approval/denial of your waiver.
7. Waivers may not be submitted if the age grouping is more than 3 years (i.e. a 7 year old trying to move to the 9-10 division, or a 8 year old trying to move to the 11-12 division).

SPECIALIZATION OF POSITION

Rotation of children into different playing positions facilitates skill development and is consistent with the purposes of youth sports. At younger age levels (10 years and under) children should be rotated among positions during practices and game play.

PARTICIPATION AWARDS

Each child will be given a participation award at the end of the season. Participants who are dismissed from a team for disciplinary reasons or those who resign or quit before the end of a season, including playoffs, are not eligible for recognition unless their departure is related to the transfer or retirement of their parent or their parent's absence because of a prolonged TDY or deployment.

DROPPING FROM PROGRAM FOR NON-PARTICIPATION

A child will be dropped from the program with no refunds issued after documentation has been obtained by the coach for 3 consecutive unexcused absences from practices and 2 consecutive unexcused absences from a scheduled game. The slot will then be filled with a child from the waiting list if within the wait list period.

REFUNDS

Program costs are fixed; therefore the Youth Sports & Fitness Program incurs costs whether a youth finishes a complete season or not. A surcharge will be assessed in the following way:

- ❑ Before Registration Period Ends = FULL REFUND
- ❑ Before Teams Are Formed = \$5
- ❑ After Teams are Formed and uniforms/trophies have been ordered, the cost of those items plus a \$5 admin fee will be charged
- ❑ After the Start of the Season (first practice), Regardless of whether the child has played = No Refund

Refunds/cancellations based on medical purpose will be 100% prior to the first game. After the first game of the season the refund will be pro-rated based on the number of games played. A cancellation request form must be filled out and approved by a manager before any funds can be transferred or given. This must be done prior to the first game for any type of refund.

HEALTH

PHYSICALS

Prior to participating in youth sports each child must have a physical examination. It is not necessary for a child to have an examination prior to the start of each sport during the year, but each child must have a yearly examination. Youth participating in Air Force youth sports programs must have the immunizations required by the American Academy of Pediatrics and the Centers for Disease Control for children of their age. The latter should be confirmed as part of the annual physical examination. Current physicals must be on file with the Youth Sports & Fitness program, **prior** to the child

being placed on a team. A child can register without a current physical, but will not be placed on roster until physical is turned-in. The physical must not expire prior to the last scheduled game date. Parents are responsible for contacting their Primary Care Manager to schedule appointments. No waivers will be granted for physicals.

CHRONIC HEALTH PROBLEMS

Coaches must be alert to children who have chronic (on-going) health problems. Get detailed information from parents at the time of enrollment about specific health issues. Ensure this information is recorded on the child's enrollment form so that it will be available in the event of a change in coaches or staff. **IAW AFMAN34-804 Parents must notify personnel of ongoing health problems.**

POLICY ON ENROLLMENT/EMPLOYMENT OF HIV INFECTED CHILDREN AND ADULTS

When approved by the medical advisor, Kadena Youth Programs will accept children/youth with chronic health problems, including HIV-positive children, and employ persons with chronic health problems, including HIV-positive individuals. The guidelines of the Center for Disease Control are followed to ensure the protection of the health and confidentiality of all children and adults.

REPLENISHING FLUIDS

Players should bring personal water bottles to practice fields and games when water fountains are not available. The coach should also bring additional water and cups. Players should drink plenty of water, especially during hot, humid weather. Salt tablets should never be administered to young athletes.

PLAYING AFTER INJURY OR ILLNESS

AFI 34-249 provides guidance on players returning to activities after injury or illness. Players wearing orthopedic casts, air splints, or metal splints will not be eligible to participate in practices and/or games, until injury is healed completely.

SICK CHILDREN

If a youth becomes ill (fever, vomiting, rashes, etc.) during practice or games, he/she will immediately refrain from continuing in physical activities and remain under adult supervision until picked up by parents or legal guardians. Coaches should contact the Youth Sports & Fitness Director or a member of the staff to advise them on the status of the child. When appropriate, an incident report must be completed for the parents to review.

All Youth Programs volunteer coaches are required to complete and maintain current First Aid and CPR certification in order to remain active as a coach. Youth Sports & Fitness will provide First Aid and CPR training during non-duty hours to accommodate military duty commitments. First aid kits are available in each facility and each coach will be provided with a First Aid kit for their respective team, during coach's orientation.

Youth or teens requiring immediate medical attention will be transported to the nearest medical facility via military ambulance. Coaches or a Youth Sports & Fitness staff member will accompany the youth/teen and remain with the youth/teen until relieved by medical authority or the parents.

ACCIDENT/INJURY REPORTS

Each accident and/or injury case will be annotated on AF Form 1187, Youth Flight Accident Report. Coaches will complete the top section and provide a factual description of the incident. A Youth Sports & Fitness manager will sign the appropriate block and notify the parents if necessary. Inappropriate behaviors, resulting in suspected or actual injuries, will be reported on the above mentioned form. Parents will receive the written report from Youth Sports & Fitness staff. Parents are asked to review the incident report, sign and provide written comments as appropriate. **Note:** *In the interest of confidentiality, the names of other youth or teens will not be included in the report, nor provided at any time. Only information pertaining to a parent's respective youth or teen will be released.*

LEAGUE STRUCTURE

AGE DETERMINATION DATE

A child's age will be based on their age at the first scheduled day of practices for the season.

AGE DIVISION BREAKDOWN

Age divisions will be implemented as follows: 2 year increments of age groupings - 5-6, 7-8, 9-10, 11-12, 13-15 with all girls teams formed in the 9-11 and 12 - 15 age divisions.

TOTAL NUMBER OF PARTICIPANTS ALLOWED TO ENROLL

Total number of participants allowed to enroll will be based on the total number of facilities available for use and available amount of practice times per team. Due to limited resources these numbers are limited to ensure a quality program.

PLAYING RULES

Our recreational sports leagues are built as stepping-stones into the sport to allow for maximum participation and children to have positive first experiences with sports. Each year as the child moves up into the next age division, the child's knowledge of the game is increasing and more implementation of the National Federation of State High Schools Association rules are incorporated. As the child reaches 11-12 years of age, they are playing with minimal restrictions on rule interpretations and are ready to bridge the gap between Youth Sports and Middle/High School Athletics. Amendments to the national or official association rules will be considered by-laws and will be made available prior to the beginning of the season to the coaches.

SEASON LENGTH/FREQUENCY

Guidance - AFMAN 34-804 – length, frequency is also based on available facilities. Listed below are the maximum allowed per AF standards:

<u>Ages</u>	<u>Practices</u>	<u>Practice Duration</u>	
5-8 Year Olds	2 per week	45-60 Min	8 Games
9-10 Year Olds	2 per week	45-60 Min	8 Games
11-12 Year Olds	2-3 per week	45-60 Min	10 Games
13-15 Year Olds	2-3 per week	60-90 Minutes	10 Games
15-18 Year Olds	2-3 per week	90-120 Minutes	10-12 Games

TEAM STRUCTURE AND PLAYER ASSIGNMENTS

TEAM STRUCTURE

The system used for player selection will be as fair as possible to all teams and individual players. The children will be divided by age group as determined by the age determination date set prior to the registration period. Then the respective teams will be divided by individual ages, then by girl/boy and then by skill level. Teams will be divided evenly. Head/Assistant coaches' children will be placed on their respective teams. The youth sports director and youth sports coordinators will conduct the team selection.

MAXIMUM NUMBER OF PLAYERS ASSIGNED

Maximum number of players assigned to a team shall not exceed more than 4 children above the required number of participants (i.e. 5v5 = 9 man team roster, 6v6 = 10 man team roster, 9v9 = 13 man roster, 11 v 11 = 15 man roster) Once rosters are full and distributed to coaches no changes will occur. This varies with each sport and is at the discretion of the youth sports director.

PLAYER ROSTERS

After players are selected, each coach must be furnished a roster and the registration forms of all players assigned to his or her team. The coach must have this information at all scheduled games and must make it available to any league official or opposing coach upon request. **No child shall practice with any team that has not been officially registered in the Youth Sports.**

ENROLLING MORE THAN ONE CHILD IN SAME AGE DIVISION

When enrolling more than one child in the same age division, clearly annotate on the registration form in the – Sibling Enrolled Same Age Division slot to enable them placed on the same team.

SPECIAL REQUESTS

Requests for certain coaches, teams, or to be placed on a certain team with friends will not be accepted. Players returning from last season WILL NOT automatically be

placed on the same team they played on last year. Only the head coach and 1st assistant coach are guaranteed to have their children on their team. Requests for specific practice days will be honored when possible but are not guaranteed.

WAITING LISTS

A waiting list will be activated upon reaching the maximum number of participants in an age division. The waiting list will be utilized to fill slots on first come, first serve basis as needed. At mid-point of the season, the waiting list will close and no children will be added to the team. When contact is initiated with parents to accept or deny the slot offered, the parent will have 24 hours or close of the following full business day to either accept or deny the slot. Contact will be made verbally (both at work phone and/or home phone), as well as by email (if we have it on file) in order to ensure that the parent has the proper notice. If contact cannot be made via phone in a 24 hour period, such will be annotated and child will be removed from the waiting list.

AGE GROUPINGS AND FOCUS

First Steps Introductory Program, Developmental

5-6 Division Developmental

7-8 Division Instructional

9-10 Division Organizational (Team Building)

11-12 Division Skill Enhancement

13-15 Division Complex Skill Enhancement/Game Strategy

- No scores or standing are kept in age 5-6 or 7-8 Divisions.
- Playoffs are held at the discretion of the Youth Sports & Fitness Director.

COACHES

COACHES AND TEAM STAFF

Coaches and team volunteers are valuable members of the youth program staff. They represent the integrity of the program being conducted and must support program objectives and policies. Coaches must be aware of the positive and negative impacts they can have on their players. Coaches must maintain an atmosphere, which promotes the philosophy of the youth sports program.

ONLY REGISTERED COACHES, YOUTH SPORTS AND FITNESS STAFF, AND PARENTS OR LEGAL GUARDIANS OF PLAYERS, ARE ALLOWED TO ASSIST AND INTERACT WITH PLAYERS AT PRACTICES OR GAMES.

COACHES' REGISTRATION

All volunteer managers, coaches, and league administrators will complete a coach's application packet. Applicants for coaching positions will submit the following information:

- Completed coaching application.
- Installation Records Check Request and Authorization
- Signed Youth Sports Volunteer Job Description
- Signed Airman and Family Services Touch Policy and Guidance Policy
- Signed Coaches' Code of Ethics
- Three local references
- American Red Cross or American Heart Association CPR and First Aid certification cards

COACHES' TRAINING

Proper training will be provided for all coaches. Coaches will attend a mandatory NYSCA training session as well as a coaches' meeting. Our coaches at a minimum will be trained on the following: Safety requirements, fire prevention, acceptable and unacceptable discipline techniques, child abuse reporting, handling bodily fluids, youth development, at risk behavior, philosophy/objectives/goals, diversity/sexual harassment, psychology of youth coaching, injury prevention, practice organization, coaching liability, training and conditioning, techniques of coaching specific sport, first aid, and CPR.

COACHES' ASSIGNMENT RESTRICTIONS

A manager or head coach may be permitted to be an assistant in another league or division. This allows the coach or manager to be with his or her child if he or she has more than one child in the program. The league administrators and sports director will decide on any exceptions to this policy. Game officials may serve as a coach providing they do not officiate in the same league or division in which a team they coach is a member. Officials must not officiate in games in which their child is playing. No pre-selection of assistant or head coaches will be done. All coaches (head & assistant) will be determined by the Sports Director during team selections.

EVALUATION OF COACHES

A written evaluation of each coach (head & assistant) will be conducted prior to the end of the season. These will be kept on file in the coaches' folder at the Youth Sports & Fitness Office and will help in determination as to whether or not the coach will be asked to return the following year.

1ST TIME COACHES OR TRAINEE COACHES

When new coaches without experience enter the youth sports program, it is desirable to place them with experienced coaches with proven abilities. However, this is a luxury and may not always happen.

NUMBER OF COACHES PER TEAM

Each team should have, as a minimum, the following number of authorized and designated managers, coaches, or assistants (exceptions may be granted by the youth sports director for reasons such as a heavy temporary duty (TDY) schedule, military duties, or family emergency):

- Basketball: Head coach, one assistant.
- Baseball/softball: Head coach, one assistant.
- Football: Head coach, three assistants.
- Volleyball: Head Coach, one assistant
- Soccer (Indoor/Outdoor): Head coach, one assistant.
- First Steps: Head Coach

EXCUSED ABSENCES

All teams will have provisions for excused absences through parental requests for church, school and other family activities.

PRACTICES

PRACTICE TIMES AND LOCATIONS

All practice times and locations will be assigned by the staff during coaches training. Teams are not to practice at gyms/fields at any time other than the times assigned to them except as authorized by the Youth Sports & Fitness Office. Practices cannot be held on Holidays, or any other day with the Youth Sports & Fitness Office is closed unless otherwise noted.

MAXIMIZING PRACTICE TIME

Players are not to arrive more than 15-20 minutes early to practice and/or loiter at the practice facility before or after scheduled practice times. Stretching and warming up exercises can be accomplished prior to taking the field/floor to ensure maximum usage of time allowed.

PROPER SPORTS EQUIPMENT

Locker room facilities are not provided at practice or game facilities. Players should dress for practices and games at home. For indoor sports (basketball, volleyball, cheerleading) all players should bring their indoor (non-scuffing) shoes to practice and change into them before entering playing floor area. Restroom and stage facilities at schools are not to be used as dressing rooms.

PARENTS ATTENDING PRACTICES

Parents are required to remain at practices for ages 5-8. Parents can leave with the consent of the coach for ages 9-15 years of age. If a coach agrees to accept full responsibility for children ages 5-8, the parent may leave.

SAFETY

FIRST AID KITS

Coaches will be issued a first aid kit prior to the teams' first practice. This kit will be on hand at all practices and games. In order to replenish any first aid supplies please contact our YSF Office.

PROGRAM SAFETY

The youth staff, league administrators, team coaches, officials, parents, and players must share the responsibility for safe play.

- ❑ If child abuse, child neglect, or a safety violation is suspected please report it immediately.
- ❑ Alcohol, smoking, dipping, chewing tobacco, or such will not be allowed during any Youth Sports & Fitness event or activities.
- ❑ Profane language will not be tolerated.

APPROPRIATE CLOTHING

All players should wear appropriate clothing for the sport and environment in which they are located. No shorts/jeans with pockets or belt loops will be permitted. We encourage parents to provide participants with a good fitting pair of shoes appropriate for the sport. Blue jeans are not appropriate clothing and can constitute a safety hazard to other children. No jewelry shall be worn during a game/practice situation.

PROTECTIVE EQUIPMENT

Use sanctioned protective equipment, if available from the industry, in youth sports activities. This equipment must carry the National Operating Committee for Standards In Athletic Equipment (NOCSAE) or American Society for Testing and Materials (ASTM) approval for safety. Participants may not practice or play without proper fitting equipment. Broken or altered equipment will not be allowed. Shin Guards are mandatory for soccer practice and games.

EMERGENCY CONTIGENCY PLAN

Please follow these steps if you experience an emergency/injury during a youth sporting event.

1. Administer first aid/CPR as needed
2. Do not move the child if they have a neck, back, or head injury
3. Call 911 if necessary
4. Contact the parents
5. Transport child to ER if needed or call 911 if injury is life threatening
6. One coach will stay with the team until all players are picked-up
7. Contact the Youth Sports Director at 634-1384 or 634-3738
8. Complete an AF Form 1187, Youth Flight Accident Report, for any injury requiring first aid or professional medical attention.

EMERGENCY EVACUATION: Full details of evacuation procedures, location and use of emergency equipment and individual responsibilities can be addressed with respective facility managers.

The following are general guidelines for fire drills:

1. When the emergency alarm sounds, the building must be evacuated immediately, using the primary or secondary exits as applicable.
2. Youth, adults and staff will evacuate by walking in an orderly manner using the primary exit.
3. Youth Programs employees will check bathrooms and storage areas to ensure occupants have evacuated.
4. Youth Programs sign-in sheets for Youth Programs facilities (AF Form 1930 for SAP) will be used to account for all youth and teens in the facility.
5. Auxiliary staff (janitorial and kitchen staff, T&C's, coordinator) will be assigned specific responsibilities during evacuation.
6. The desk clerk will notify the fire department and be available for assistance.

All personnel are required to know the following emergency phone numbers:

Fire Department 911

Security Police 911

Ambulance 911

PREVENTION OF CHILD ABUSE/NEGLECT REPORTING PROCEDURES

Kadena Youth Sports & Fitness staff and volunteers are mandated reporters of suspected child abuse and neglect. Our employees and volunteers are familiar with the program's policies and operating instructions, which detail procedures for prevention, identification and reporting of child abuse/neglect.

Reporting procedures: All suspected cases will be referred to the facility manager or designee. When a potential situation exists or an allegation of child abuse or neglect is received, the Chief, Airman & Family Services Flight (634-2775) and the Family Advocacy Office (FAO- 634-0433) will be contacted within one hour.

Actual reporting of incident: All volunteer coaches will report all suspicions of child maltreatment to the FAO IAW AFI 34-249. During the facility manager's absence, the supervisor on duty is responsible for ensuring that reporting procedures are implemented.

Written report: A written report must be completed and forwarded to FAO and the Airman & Family Services Flight Chief, ASAP. Flight Chief will forward to HQ PACAF within 24 hours. The report should include date, location and type of incident, name and age of alleged victim, pertinent information on alleged offender, description of incident, sponsor's name, social security number and branch of service.

DOD Child Abuse Safety Hotline: A national hot line has been established for individuals to report suspected child abuse or safety violations at military youth programs.

Kadena Hot Line Number: 1-877-351-8988

Information regarding suspected/alleged child abuse or neglect cases is confidential and will not be discussed in or out of the program. The FAO will investigate every reported case, determine the reliability of factors gathered and recommend necessary actions.

SUPERVISION, GUIDANCE, AND DISCIPLINE

APPROVED GUIDANCE TECHNIQUES

The goal of Kadena Youth Sports & Fitness is to provide a caring environment that encourages growth in discipline and self-control, through sports and physical fitness activities. Coaches are strongly encouraged to be familiar with our discipline policy and the following guidance techniques:

- Reinforcement of positive behavior, encouragement, and words of praise are regularly practiced.
- Anticipating problem-triggering situations; lessening expectations to youth's level; soliciting cooperation; involving youth/teens in rule limit setting.
- Recognizing youth or teens who exhibit the appropriate behavior; using physical proximity or appropriate touches (pat on the back, etc).
- Involving youth or teens in discussions on how to handle inappropriate behavior; providing several alternatives to undesirable behavior.
- Affording each youth or teen a chance to regroup, regain control and be responsible for his or her actions.

Under no circumstances will physical punishment or verbal abuse be allowed. Unacceptable guidance techniques include but are not limited to: slapping, spanking, hitting, kicking, biting and pinching. Screaming, name-calling, scolding, belittling and shaming are not tolerated. Withholding food, water or the right to use the rest room, shutting youth or teens in closets, gagging or taping, etc., are not acceptable discipline methods. Staff and volunteers who fail to use appropriate guidance techniques are subject to disciplinary actions, IAW prescribed personnel procedures, which authorize suspension and/or removal. Staff and volunteers are required to report to the Youth Sports & Fitness Director, facility manager or supervisor on duty every instance during which another employee, volunteer and/or parent is observed using unacceptable discipline methods.

Youth Supervision Guidelines

Age	Leave unsupervised in quarters, outside unattended to include playing	Leave alone overnight	Leave in car unsupervised	Baby sit siblings or others	Leave in public areas	Walk to school	Leave in quarters while on vacation or TDY
0-6 years	No 5-6 year olds may be outside in yard with immediate access (visual sight or hearing distance) to adult supervision	No	No	No	No 5-6 year olds may be on playground with immediate access (visual sight or hearing distance) to adult supervision	No, unless in 1st grade or above. *See instruction below.	No
7-9 years	No, unsupervised in quarters. Yes, outside unattended for 2 hours with access to designated adult/care provider.	No	No	No	No, only on playgrounds for 2 hours with access to designated adult/care provider.	Yes	No
10-11 years	3 hours with access to designated adult/care provider. Home Alone Training is recommended.	No	Yes, with keys removed up to 15 minutes.	No	Yes, 6 hours at public areas with access to designated adult/care provider; 2 hours at retail stores (BX, Food Court, Etc.)	Yes	No
12-13 years	12 hours with designated adult/care provider checking periodically.	No	Yes, with keys removed.	Yes, Red Cross Babysitting Course recommended.	Yes, 12 hours at public areas with designated adult/care provider visually checking periodically; 4 hours at retail stores.	Yes	No
14-15 years	12 hours with designated adult/care provider visually/telephonically checking periodically. Not to include over night.	No	Yes, with keys removed.	Yes	Yes, 12 hours with designated adult/care provider visually/telephonically checking periodically.	Yes	No
16-17 years	Yes, with telephone access to designated adult	Yes, with telephone access to designated adult.	Yes	Yes	Yes	Yes	No

- Adult Supervision is defined as someone 18 years or older who has or assumes responsibility for the child, e.g. parent, guardian, care provider, friend.
 - Babysitter is someone between the ages of 12 and 17 (paid or unpaid).
 - Care Provider is a person designated by sponsor who accepts responsibility for children.
 - Designated Adult is a specific prearranged individual who accepts responsibility for children.
 - Access is when the child has the ability to make immediate face-to-face contact with the adult.
 - Checking Periodically is when the designated adult/care provider or sponsor and child have a face-to-face meeting.
 - Left alone overnight is when a sponsor or designated adult/care provider is not physically present.
 - Public areas include parks, playgrounds, sports fields, recreational areas and other public areas.
 - Unsupervised means when a child is not constantly monitored by the sponsor or a designated adult/care provider.
- *Installation or Camp Commanders with elementary schools will determine their respective requirements.

CURFEW: Applies to all persons under the age of 18 Must be in quarters or with parent/designated adult during restriction times.
 Off Base - Within Okinawa Prefecture: 2200-0400 Sunday through Saturday
 On Base - 2200-0530 weekdays (Sunday night through Thursday morning)
 2400-0530 weekends and holidays (Friday morning through Sunday morning or from the evening preceding a holiday through the morning of that holiday)

SUPERVISION: One adult must be a staff member, contract employee, or specified volunteer with required background checks. The additional person can be an adult volunteer. If several teams are practicing or playing in an outdoor area or in a gymnasium a minimum of one person with completed background checks is required.

SUPERVISION OF COACHES AND OFFICIALS: The youth sports & fitness staff will monitor the officiating and conducting of games, and require players and coaches to abide by the playing rules and respect officials. The youth sports & fitness staff will attend all practices, games, and special events. At the end of season, parents are highly encouraged to fill out a program evaluation form that allows for feedback of Officials.

DISCIPLINE POLICY

PLAYERS AND PARENTS

This policy was created to ensure a positive sports program experience for everyone. The following is a list containing some, but not all of the actions that will not be tolerated. Please review with your child so everyone understands what is expected.

- 1. Drugs or alcohol:** Removal from league
- 2. Intent to injure:** Automatic ejection & 2 game suspension
- 3. Fighting:** Automatic ejection and one game suspension
- 4. Profanity:** Automatic ejection
- 5. Throwing equipment:** Automatic ejection
- 6. Leaving the playing area without permission:** Coaches' discretion
- 7. Talking back or arguing with an official:** Official's discretion

Listed below are the minimum actions that will be taken in the event the rules are not followed:

- 1st Incident:** Conference with player and parent
- 2nd Incident:** One game suspension for rules 4,5,6 or 7
- 3rd Incident:** Dismissal from league

**If a player is ejected from a game by an official or staff and a suspension is issued, it will be served at the next scheduled game. The suspended player may not attend practices or the game he or she is suspended from until the suspension is complete.*

COACHES

Every complaint against a coach, no matter how minor, will be addressed by the Youth Sports and Fitness Director to resolve the complaint. If the Youth Sports and Fitness Director deems it necessary the coach will be retrained. If the incident is repeated or more serious in nature the coach may be dismissed from the program. In cases of

abuse the matter will be turned over to Family Advocacy and Security Forces. All disciplinary matters will be documented in the coach's file.

GAME/PRACTICE CANCELLATION AND/OR RESCHEDULES:

1. Any decision to cancel a game or practice will be made by the Youth Sports and Fitness no later than one hour prior to the first game or practice for that day (1600 on weekdays and 0800 on weekends). Notifications will be made as soon as practical based on existing weather conditions or weather forecast. It will be the Youth Sports and Fitness Director's responsibility to notify officials and head coaches. Head coaches are responsible for notifying their assistant coaches, team parents, and players.
2. Game and practice cancellations are available on the Youth sports and Fitness information line at 632-0286.
3. All outdoor Youth Sports and Fitness events are cancelled at TCOR 2. All indoor Youth Sports and Fitness events are cancelled at TCOR 1.
4. After 1600 on weekdays, and 0800 on weekends it is then the officials call to cancel, delay, or stop play for games due to weather or other unsafe playing conditions.
5. Games and practices will be conducted in the rain as long as field conditions remain safe and there is not lightning in the area. Coaches will be responsible to cancel practices after 1600 on weekdays and 0800 on weekends.

Youth Sports and Fitness Facility Locations

K1, K2, K3: Youth baseball fields behind Youth Center (Bldg 1849)

K4 & K5: At Marek Park on Douglas Blvd near Gate One.

K6 & K7: On Adams Ave. across the street from Outdoor Recreation and Overton Pool.

K9: Youth softball / baseball field on Bong Dr.

A1, A2, A3, A4: 4 Diamonds Complex, off Douglas Blvd across from Housing.

C1, C2, C3, C4: Chibana Complex. Exit Kadena at gate 3. Go straight through light, turn left into Chibana Recreation Area. C1, C2 & C3 are baseball fields on the left, C4 is a soccer / football field on the right.

C5: Chibana Housing Field. Exit Kadena at gate 3. Go straight through light, turn right into Chibana housing. Field is on the right.

O'Conner Gym: On Douglas Blvd., Bldg 100 in front of Risner Fitness Center.

Nakayoshi Youth Complex: Bldg 499 on Kuter Blvd across from Chapel 2

Kadena Elementary School: From Burger King/Popeye's (Fairchild Ave), heading away from flight-line, make 2nd left (Vincent Ave) and continue straight. At stop make a right, school is in front of you. Make first left for gymnasium.

Stearly Heights Elementary School: From Burger King/Popeye's (Fairchild Ave.), heading away from flight-line, take 3rd left. At t-intersection turn right onto Bong Dr. School is on the left, fields are behind the school.

Kadena Middle School: From Burger King/Popeye's (Fairchild Ave.), heading away from flight-line, make 2nd right onto Vincent Ave. Follow Vincent all the way to Middle School.

Kadena High School: From Burger King/Popeye's (Fairchild Ave.), heading away from flight-line, make 2nd right onto Vincent Ave. Follow Vincent all the way to High School

Amelia Earhart Intermediate and Bob Hope Primary Schools: From Burger King/Popeye's (Fairchild Ave.), heading away from flight-line, make 2nd right onto Vincent Ave. Turn left onto Beeson St. Schools are on Right

Ryukyu Middle School: From Burger King/Popeye's (Fairchild Ave.), heading away from flight-line school is on right.

Risner Fitness Center and McDonald Stadium: Bldg 109 on Douglas Blvd

Youth Sports and Fitness Warehouse: Bldg 101 behind O'Conner Gym and Chile's.

**Kadena Youth Sports and Fitness
Nakayoshi Youth Complex • Bldg. 499
18 FSS/FSFYS
Unit 5135 Box 10
APO, AP 96368-5135**

Office Hours: Monday – Friday 1000 – 1700

Office Phone: 634-1384

Information Line: 632-0286

www.kadenaservices.com/youthsports.html

