

Kadena Youth Sports & Fitness Coach's Handbook



KADENA YOUTH SPORTS & FITNESS COACH'S HANDBOOK

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CYP MISSION STATEMENT

To assist DoD military and civilian personnel in balancing the competing demands of the accomplishment of the DoD mission and family life by managing and delivering a system of quality, available, and affordable programs and services for eligible children and youth birth through 18 years of age.

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

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 & PHILOSOPHY

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) 34-144, *Youth Programs*, *Youth Sports & Fitness*, current year Air Force Inspection checklists, and local 18th Force Support Squadron and Airman & Family Services Flight operating instructions.

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.

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/teens who exhibit the appropriate behavior; using physical proximity or appropriate touches (pat on the back, etc).
- Involving youth/teens in discussions on how to handle inappropriate behavior; providing several alternatives to undesirable behavior.
- Affording each youth/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/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.

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 at 634-2775 and the Family Advocacy Office (FAO) at 630-4817 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 34-144. 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, as soon as possible. Flight Chief will forward to HQ PACAF within 24 hours. The report should include date, location and type of incident, name and age of

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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: 94-877-351-8988

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.

GENERAL POLICIES

SMOKING/ILLEGAL DRUGS: IAW AFI 34-144, *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.*

EQUIPMENT POLICY: Equipment includes all supplies, furniture, sports equipment, teaching aids, books etc. When using equipment, all applicable safety rules must be followed. Coaches should ensure youth and teens appropriately use Youth Programs equipment for the purposes intended. Coaches, parents and youth may be held financially responsible for deliberate damage or misuse of equipment and may be asked to replace the items. Appropriate disciplinary action will be taken against any adult, youth or teen found responsible for missing equipment or found taking equipment from a Youth Programs facility.

POGRAM PROCEDURES

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.

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.	No	No	No	No, only on playgrounds for 2 hours with access to designated adult/care provider.	Yes	No
	Yes, outside unattended for 2 hours with access to designated adult/care provider.						
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
<p>-- 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.</p> <p>-- Babysitter is someone between the ages of 12 and 17 (paid or unpaid).</p> <p>-- Care Provider is a person designated by sponsor who accepts responsibility for children.</p> <p>-- Designated Adult is a specific prearranged individual who accepts responsibility for children.</p> <p>-- Access is when the child has the ability to make immediate face-to-face contact with the adult.</p> <p>-- Checking Periodically is when the designated adult/care provider or sponsor and child have a face-to-face meeting.</p> <p>-- Left alone overnight is when a sponsor or designated adult/care provider is not physically present.</p> <p>-- Public areas include parks, playgrounds, sports fields, recreational areas and other public areas.</p> <p>-- Unsupervised means when a child is not constantly monitored by the sponsor or a designated adult/care provider.</p> <p>*Installation or Camp Commanders with elementary schools will determine their respective requirements.</p> <p>CURFEW: Applies to all persons under the age of 18 Must be in quarters or with parent/designated adult during restriction times.</p> <p>Off Base - Within Okinawa Prefecture: 2200-0400 Sunday through Saturday</p> <p>On Base - 2200-0530 weekdays (Sunday night through Thursday morning)</p> <p>2400-0530 weekends and holidays (Friday morning through Sunday morning or from the evening preceding a holiday through the morning of that holiday)</p>							

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.*

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.

SPORTSMANSHIP TO INCLUDE REMOVAL PROCEDURES AND SUSPENSION

The league will enforce a ZERO tolerance for inappropriate behavior and will exercise its power to the fullest. We expect all sponsors, players, coaches, cheerleaders, parents and fans to exhibit a high standard of sportsmanship and to observe all published rules and regulations

- A. **PLAYER EJECTIONS:** Immediate removal from the game will result for any player demonstrating unsportsmanlike behavior such as purposely shoving or pushing another player. Verbal insults to referees, coaches, league officials or other players is considered unsportsmanlike behavior and will result in suspension for the next game.
- B. Players ejected from a game can be substituted. The ejected player must leave out of sight and sound of the playing area within 1 minute of the ejection. Failure to do so will be valid grounds for a forfeiture of the game. If the player's parent is not at the game, the player will be escorted to a phone to make verbal contact with the player's guardian. The player will sit with a staff member until the parent returns to pick the child up.
- C. The ejected player will be automatically suspended for the next game. This includes all practices leading up to that game. This will also be documented in writing and placed in the coaching folder.
- D. **COACH OR PARENT EJECTION:** Any Coach or parent that has received 1 official warning by an Official or Youth Sports & Fitness staff member, and continues inappropriate behavior will be ejected. Ejected coaches will be suspended from all practices for the next week and the next official game. The coach will be required to meet with the Youth Sports & Fitness Director prior to resuming his/her position as coach. This will be documented in the permanent-coaching folder.
- E. Automatic ejection is in effect for fighting (swinging of hands even without contact is considered fighting), rough, unruly, or flagrant conduct, physical contact with an official, or being present at a fight on the court (coaches or players from the bench who come onto the court where a fight is occurring makes them present at a fight on the field and therefore are subject to an automatic ejection).
- F. With the exception of responding to a communication initiated by the official (umpire or referee) or pointing out an emergency safety issue, parents and spectators should

refrain from any communication, which in anyway; convey any criticism of the official. Infractions on this policy will be dealt with in the following manner:

1. First Infraction: The YSF Staff will ask the coach responsible for the team to quiet the offending spectator or will ask the spectator to refrain from the behavior.
2. Second Infraction: The YSF Staff will instruct the spectator to leave the facility. If the spectator does not leave the facility, the game will be abandoned.

MINIMUM PLAYING RULE

PLAYING TIME REQUIREMENT: Each participant is guaranteed equal playing time. While our intention is not to force a child to play more than he/she is willing, we do want to provide each child equal playing time.

A. Players Playing Time Requirement:

- Each player must play one half (50%) of each game scheduled.
- If a player shows up late for a game, after the game has begun and before the end of the second quarter, that player must receive their minimum playing time.

B. Ideally, all players will have equal playing time. Failure to comply will result in a one game suspension of the Head Coach. If the situation continues the Head Coach will be removed from his/her coaching duties. Documentation must be provided to Youth Sports & Fitness PRIOR to enforcing disciplinary actions upon players. Reasons for disciplinary action:

- Unexcused absence from practice.
- Has not attended any practices the week prior to game.
- Disciplinary action requested by the parents. (grades, in trouble @ home or school)
- Unsportsmanlike conduct (fighting, taunting, etc.) at a practice or game

C. Prior to the Start of the Game - Coaches must notify Youth Sports & Fitness Staff and opposing coaches of any medical problem a player may have which would preclude he/she from playing their mandatory time.

D. Excused Absences due to health issues, family, educational, or religious responsibilities ETC. shall not impact the minimum play by-laws. If any excused absence is in question, the Youth Sports and Fitness Director will make the determination.

INCLEMENT WEATHER POLICY

1. **TCCOR 2:** Kadena Youth Sports and Fitness practices and/or games are cancelled.

(Destructive winds anticipated within 24 hours. Youth Sports staff is to remove or secure all outside items around facilities and sports fields.)
2. **TCCOR 1:** Youth Sports and Fitness staff performs final facility and sports field inspection. (Destructive winds anticipated within 12 hours.)
3. **TCCOR 1C:** Youth Sports and Fitness facilities are closed and all staff members are excused to return home within two hours of notification of TCCOR 1C. (Winds of 35-49 knots sustained are occurring at a particular installation.)
4. **TCCOR STORM WATCH:** Youth Sports and Fitness facilities remain closed unless directed by Unit Commander.
5. **TCCOR STORM CLEAR:** Youth Sports and Fitness facilities remain closed unless directed by Unit Commander.
6. **TCCOR ALL CLEAR:** Youth Sports and Fitness will reopen facilities, Operation for practices and/or games will recommence upon field inspection to ensure surfaces are playable and safe for our youth participations.
7. **Classification:** UNCLASSIFIED

EMERGENCY PROCEDURES

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:

- When the emergency alarm sounds, the building must be evacuated immediately, using the primary or secondary exits as applicable.
- Youth, adults and staff will evacuate by walking in an orderly manner using the primary exit.
- Youth Programs employees will check bathrooms and storage areas to ensure occupants have evacuated.
- 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.
- Auxiliary staff (janitorial and kitchen staff, T&C's, coordinator) will be assigned specific responsibilities during evacuation.
- The desk clerk will notify the fire department and be available for assistance.
- All personnel are required to know the following emergency phone numbers:

By Cell Phone	0989345911
Fire Department	911
Security Police	911
Ambulance	911

Once again, CONGRATULATIONS on selecting the best Air Force Youth Sports & Fitness Program in the Pacific for the recreational, developmental, social and physical fitness needs of your youth/teen! We are proud to support the Department of Defense mission; proud to support our Air Force, Army, Navy, Marine Corps and DOD families; and proud to have you as our customer!

KEY FACILITY CONTACT NUMBERS

<u>Facility</u>	<u>Phone Number</u>
Youth Programs Administration Bldg. 439	634-0533
Kadena Youth Center Bldg. 1849	634-0500
Himawari School Age Program Bldg. 439	632-0202
Shima No Ko School Age Program Bldg. 4081	634-1314
Nakayoshi Youth Program Complex Bldg. 499	
• Teen Center Millennium	634-3866
• Kadena Youth Sports & Fitness	634-1384

