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Yokota Youth Sports & Recreation Handbook

Welcome,

Your Youth Sports Program plays an important part in the lives of your children at Yokota Air Base. The objectives for the program are for participants to learn about themselves, learn about the sport they have chosen to play and to have fun in a safe environment. The leagues are recreational and instructional in nature for participants, coaches, officials and parents.

It is important that parents support their children in a positive way. Many of the volunteers may be new to coaching and/or officiating. They are here to provide a positive and rewarding experience for the players. Positive Parent involvement is highly encouraged and key to a successful program.

If you have questions or concerns, or if you would like to sign up to volunteer, feel free to call the Youth Sports Office at 225-7021 or visit the Services Web site at www.yokotaservices.org/youth.

MISSION STATEMENT

Our mission is to provide Yokota youth with an organized, fun, safe, quality recreation program.

PROGRAM PHILOSOPHY

Our program is strictly recreational. Equal play for all participants is our goal, regardless of ability. We follow 6 basic concepts in the following order: fun, safe, skill development, physical development, psychological development, and social development.

PROGRAM GOALS

Our goal is to provide and facilitate fun, positive and safe recreational opportunities in a world class organization while enhancing the quality of life for all participants. We continually strive to streamline processes and find better ways to meet our customers' needs.

PROGRAM POLICIES

- 1) Ensure participation for all regardless of race, creed, sex, religion, economic status or ability.
- 2) The use of alcohol, illegal substances, or tobacco by parents, coaches, league administrators, spectators, youth, or game officials is prohibited at all youth sports events.

Fun is how we measure success

PROGRAM POLICIES-CONT...

- 3) Parents, coaches, league administrators, spectators, players, or game officials under the influence of alcohol or illegal substances will be removed from youth events immediately.
- 4) All teams will have provisions for excused absences through parental requests for church, school and other family activities.
- 5) The Youth Center staff wants to ensure that your child has a fun and successful experience in the youth sports program. It is important that if at any time you or your child has a concern, you have access to the proper chain of command. Please follow the chain of command so we can provide the best answer in the shortest amount of time. The chain of command for Yokota AB Youth Sports is as follows:
 1. Your child's coach
 2. Sports Director (225-7021)
 3. Youth Center Director (225-7441)
- 6) All coaches, and team parents are volunteers. The minimum age to volunteer at the youth center is 14. If a volunteer is under 18, they will be placed with an experienced adult.
- 7) In accordance with AFI 34-249, volunteers are not permitted to transport children in their personal vehicles. Any person who transports children is required to hold a valid driver's license and have a good driving record. A copy of the driver's license and driving record (within the last 12 months) and parental permission must be maintained on file at the youth center if you provide transportation. Transportation to away games will be provided if available. We ask that parents or legal guardians pick up children immediately following practices and games. Parents must be present if their child is under 9 years of age.
- 8) Youth with special needs are encouraged to participate in all center programs when they can be reasonably accommodated. Parents must inform staff and coaches of the need and annotate it on their registration form.
- 9) All coaches and volunteers are supervised by the Youth Sports Director.
- 10) When at all possible, no more than a two-year age range is used to establish and conduct league play. This is in accordance with Air Force and National Youth Program Standards.

PROGRAM INFORMATION

In order for the program to be fun, safe, and effective, there are several items parents and volunteers must know. Our Youth Program can not be successful without the help of our parents and volunteers.

VOLUNTEERS

- a) Coaches – Each program requires approximately 40+ coaches and assistant coaches. Background clearances are completed on every coach for the protection of the youth participating in our programs. At a minimum all head coaches are required to be certified by the National Youth Sports Coaches Association (NYSCA), and have First Aid/CPR training. Youth programs offers these courses to meet the necessary requirements if it can't be accomplished at unit level.
- b) Officials – Our officials are contracted through a private organization however, officials are always needed. They are a very important aspect of our program. If you would like to learn to officiate any of the sports that we offer, please contact the Sports Director.
- c) Team Parent – This volunteer is very important to the team. Their job is to assist the coach in managing the team. Their responsibilities include, overall coordination during the season with team pictures, snacks schedules, team awards and end of season party.
- d) Scorekeepers – Parents may be asked to keep score, run the clock, or assist officials. The home team will supply a scorekeeper and someone to run the clock if required.
- e) League Commissioners – Our program welcomes volunteer commissioners for every sport. They assist the Youth Sports director in league organization, administration and disciplinary rulings. They are responsible for the overall coordination of the sport in progress. They ensure league by-laws are age appropriate, assist with publicity, team assignments, and fund-raisers. Assists in planning and organizing player, coach, or official sport camp, clinic, or workshop. Informs officials, coaches, and team parents of their duties. Ensures proper preparations are made to fields or facilities prior to the start of the sport season and prior to each game.

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- e) cont...Assists with the player draft and game scheduling. Resolves problems between coaches, parents, and youth with the assistance of the Youth Sports Director. Assists in the planning and coordinating the sport opening and closing ceremonies. Ensures all volunteers are recognized. Assists Youth Sports Director in evaluating and critiquing the current season and in determining the needs of the sport for the next season.

REGISTRATION

All players must be 5 years old prior to the first game-no exceptions. All registrations must be turned in during the registration period. A late fee will be assessed for all late registrations. Placement will be first come first served until all teams are full. Exception: New PCS arrivals (we will make every attempt to place new arrivals)

Age divisions are as follows: 5-6, 7-8, 9-10, 11-12, 13-15, 16-18.

REFUND POLICY

No refunds will be issued after the first game.

PHYSICALS ARE MANDATORY!

Physicals are required to participate in any sport program offered at Yokota. If your child had a physical within the past year, we will accept a copy of the form. If not, please schedule an appointment to have a physical completed. Once the physical is completed, bring a copy of the form to the Youth Center. Children cannot participate until a physical has been accomplished and the form turned in to the sports director. For children with chronic health issues please annotate concerns on your registration form and discuss it with your coach.

PROOF OF AGE

Military ID's or passports may be used for age verification. You may be asked to provide birth certificates to resolve age discrepancies.

SAFETY ISSUES

All safety equipment required for a specific sport must be used. Safety equipment will be worn at all practices and games. Children with injuries must be cleared by a physician prior to resuming play. A copy of this release will be provided to the Sports staff.

SKILL EVALUATIONS

This is key to placing participants onto teams as fairly as possible. Skill evaluations will be conducted for all divisions 9 and up. Each participant should attend the skills evaluation for their age group. Coaches conduct a series of drills to evaluate and rate the skills of each player. Ratings are used for team selection in an effort to balance the teams and provide parity in the league.

TEAM SELECTION

Coaches select numbers to determine their order of selection. The "Z" method will be used for selection, example: 1,2,3,3,2,1. After all players are placed on a team coaches will draw a team number. Coaches' will then trade for their children and siblings.

EQUIPMENT

The Youth Sports office provides equipment for teams with the exception of personal protective gear. The Head Coach signs out equipment. Head Coaches are responsible for the return of all equipment at the end of the sport season. We prefer all team equipment is returned together. We ask that all equipment is returned no later than two weeks following the last game.

MUST PLAY RULE

All youth sports played at Yokota AB have a required must play rule. Every coach must make an attempt to equal playing time for all participants.

PLAYING UP

It is our policy as well as the National Standard that no child plays outside their age division.

FIELD/FACILITY MAINTENANCE

All teams are responsible to clean up after themselves and drag or rake ball fields after each practice.

PARENT MEETING

Parents are required to attend an annual parent meeting. Guidelines for the upcoming sport will be discussed i.e., parent/player behavior, rules and regulations and other issues. It is highly encouraged that you attend meetings prior to every sport your child participates in. If you can not make the scheduled meeting, please make arrangements for a one-on-one briefing.

SOME HELPFUL INFORMATION

- a) Parents please avoid coaching your children during a game. Children will often listen to their parents first and disrupt what the coach is trying to accomplish. We encourage support during the game, but please allow the coaches to do their jobs.
- b) We encourage verbal support during our games but please remember:
- Yell for the children, not at them.
 - Never taunt the opponent
 - Don't verbally attack officials, coaches or staff

It's important that each parent support their child by instilling a spirit of fun, strength of character, a sense of responsibility and healthy sense of competition. To each player and parent, the youth center staff wishes you an enjoyable and successful season. Remember, the game is for the children.

CODE OF ETHICS

Because we enforce guidelines from the National Alliance for Youth Sports, parents and coaches are required to sign and understand the appropriate Code of Ethics forms. These codes are available for review during registration as well as in this manual.

As a chapter of the National Alliance for Youth Sports (NAYS), we are placing in motion a nationwide policy with the best interests of children as the primary objective. The following National Standards for Youth Sports and Code of Ethics are part of this policy and will be put into effect.

NATIONAL STANDARDS FOR YOUTH SPORTS

- a) Proper Sports Environment—Parents must consider and carefully choose the proper sports environment for their child, including the appropriate age and development for participation, the type of sport, the rules of the sport, the age range of the participants, and the proper level of physical and emotional stress.
- b) Programs based on the well-being of children—Parents must select youth sports programs that are developed and organized to enhance the emotional, physical, social and educational well being of children.
- c) Drug, Tobacco and Alcohol-Free Environment—Parents must encourage a drug, tobacco and alcohol-free environment for their children.
- d) Part of a Child’s Life—Parents must recognize that youth sports are only a part of a child’s life.
- e) Training—Parents must insist that coaches are trained and certified.
- f) Parent’s Active Role—Parents must make a serious effort to take an active role in the youth sports experience of their child providing positive support as a spectator, coach, league administrator and/or caring parent.
- g) Positive Role Models—Parents must provide role models, exhibiting sports manlike behavior at games, practices, and home, while also giving positive reinforcement to their child and support to their child’s coaches.
- h) Parental Commitment—Parents must demonstrate their commitment to their child’s youth sports experience by annually signing the Parents’ Code of Ethics Pledge.
- i) Safe Playing Situation—Parents must insist on safe playing facilities, healthful playing situations, and proper first aid applications, should the need arise.
- j) Equal Play Opportunity—Parents, coaches and league administrators must provide equal sports play opportunity for all youth regardless of race, creed, sex, economic status or ability.
- k) Drug, Tobacco and Alcohol-Free Adults—Parents must be drug, tobacco and alcohol-free at youth league sporting events.

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:

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

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 Code of Ethics.

- a) I will encourage good sportsmanship by demonstrating positive support for all players, coaches, and officials at every game, practice or other youth sports event.
- b) I will place the emotional and physical well being of my child ahead of any personal desire to win.
- c) I will insist that my child plays in a safe and healthy environment.
- d) I will provide support for coaches and officials working with my child to provide a positive, enjoyable experience for all.
- e) I will demand a drug, alcohol and tobacco free sports environment for my child and agree to assist by refraining from their use at all youth sports events.
- f) I will remember that the game is for children and not for adults.
- g) I will do my very best to make youth sports fun for my child.
- h) I will ask my child to treat other players, coaches, fans and officials with respect regardless of race, sex, creed or ability.
- i) I will promise to help my child enjoy the youth sports experience within my personal constraints by assisting with coaching, being a respectful fan, providing transportation or whatever I am capable of doing.
- j) 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 NYSCA Coaches' Code of Ethics.
- k) I will read the NYSCA National Standards for Youth Sports and do everything in my power to assist all youth sports organizations to implement and enforce them.

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 Pledge.

- a) I will place the emotional and physical well being of my players ahead of any personal desire to win.
- b) I will remember to treat each player as an individual, remembering the large spread of emotional and physical development for the same age group.
- c) I will do my very best to provide a safe playing situation for my players.
- d) I promise to review and practice the necessary first-aid principles needed to treat injuries of my players.
- e) I will do my best to organize practices that are fun and challenging for all my players.
- f) I will lead, by example, in demonstrating fair play and sportsmanship to all my players.
- g) I will ensure that I am knowledgeable in the rules of each sport that I coach, and that I will teach these rules to my players.
- h) I will use those coaching techniques appropriate for each of the skills that I teach.
- j) I will remember that I am a youth coach, and the game is for children and not adults.

DISCIPLINE POLICY

With the start of a new sports season, many of you may be concerned with the discipline policy of Yokota Youth Sports.

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 the league
2. **Intent to injure:** Automatic ejection & 2 game suspension
3. **Fighting:** Automatic ejection & 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:** Officials 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 the 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.*

COACHES

Every complaint against a coach no matter how minor will be addressed person to person to resolve the complaint. If the Youth Sports 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 coaches training folder.

Our goal is to have enjoyable seasons, while allowing your children to develop physically as well as emotionally. We look forward to your support and hope you and your children have a fun season.

VOLUNTEER COACH POSITION

Coach of a recreational sports team between the ages 5 and 18. You will be considered a role model for all participants assigned to your team; therefore, sportsmanship, fair play, adherence to all rules and by-laws, and 100% commitment is required.

RESPONSIBILITIES:

Plan, organize, and implement practices and games. Direct assistant coaches and team parents. Teach the young athlete the fundamentals of the sport. Encourage the involvement of the parent(s) in the sport. Schedule and conduct necessary meetings, i.e., parent meeting, end of season activities, etc. Provide a safe and fun environment for the children. Learn and follow league rules, policies, and procedures. Ensure equal playing time for each participant. Put the feelings of the participants ahead of your desire to win. Attend all league meetings and training.

QUALIFICATIONS:

Successfully complete all necessary paperwork. Attend all scheduled meetings and required training. Successfully complete the NYSCA coaches' certification training. Be able to put winning in its place, after the needs and wants of the players. Be patient, organized, dependable and enthusiastic.

INFORMATION:

As a volunteer coach of the Youth Sports Program, you are considered an employee and an extension of the paid staff. You must conduct yourself in the same manner as you would your own job. In the same respect, you will receive adequate training to make your experience as a volunteer coach an enjoyable one.

TRAINING:

All coaches must be trained annually using the National Youth Sports Coaching Association training material. This training will include psychology of coaching youth, injury prevention, practice organization, liability, conditioning, child development, sexual harassment, and specific sport techniques. No coach will be allowed to coach without current training. Coaches' files include the following: position description, registration, code of ethics, crime statement, equipment sign out sheet, background check, references, performance evaluations, volunteer tracking form, first aid and CPR training and coaches certification.

Staff and volunteers must use only positive techniques of guidance with children. As employees or volunteers of the Yokota Family Member

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Programs and advocates of children, we need to practice techniques that are fair, consistent, and respectful of children and their needs.

POSITIVE ACCEPTABLE GUIDANCE TECHNIQUES INCLUDE:

- Talking with the child
- Temporarily removing the child from a stressful situation
- Establishing simple and clear limits
- Reviewing, practicing, and posting rules
- Redirecting the child to another activity
- Praise of appropriate behavior
- Using logical or natural consequences applied in problem solving
- Anticipating and eliminating potential problems

UNACCEPTABLE GUIDANCE TECHNIQUES INCLUDE:

- Spanking, pinching, shaking, or any other form of physical punishment
- Verbal demands, threats, or derogatory remarks about the child or their family
- Isolating a child or using time out
- Embarrassing, intimidating, teasing, scaring, or yelling
- Lifting or pulling a child by the arms in a forceful way
- Binding, tying, restricting movement, or placing in a confined space such as a closet, empty room, box or similar place

GUIDANCE VIOLATIONS:

Staff and volunteers who violate the policy will not have access to children until they have been retrained. Staff and volunteers who display a pattern of violating the child guidance policy will be terminated.

REPORTING VIOLATIONS:

Staff members, parents, and volunteers are mandated by law to report suspected child abuse. If you have a reason to believe that something inappropriate is happening to a child by a parent, volunteer, or staff member your first responsibility is to ensure the safety of the child. Violations of the child guidance policy or other incidents of suspected abuse must be reported to the immediate supervisor or someone in the chain of command. You must also document the incident on AF Form 1023 and AF Form 1187. As an employee of the Yokota Family Member Program Flight, disciplinary action will be taken for not properly reporting any violations.

TOUCH POLICY:

Experienced child development specialists know the importance of physical contact for child development. Appropriate expressions of affection such as hugs, holding hands, and pats on the back build children's self esteem. To avoid any question of your behavior, be aware that appropriate touch takes into account respect for personal privacy and personal space of others. Appropriate touch is a mutual agreement. Because boundaries for appropriate and inappropriate touch have often been unconscious and undefined, those who work with children need to discuss tough issues openly to reassure themselves and others of correct understanding. Some examples of inappropriate touching are spanking, slapping, pinching, grabbing, fondling, and molestation. The sexual abuse of children is an extreme form of inappropriate touch and will not be tolerated. Those who work with children should take into account the fears of parents; therefore, the guidelines for appropriate touch must be followed.

COACH SELECTION:

Returning coaches who are certified, trained, and in good standing are chosen first however, must complete a volunteer coach's registration form. Returning coaches must have demonstrated a strong ability to work satisfactorily with children. New coaches are usually asked to become an assistant coach the first season. If not enough head coaches are available, the Youth Sports Director will informally interview those who signed up to coach and determine the best candidate. Coaching positions are strictly voluntary.

LOSS OF COACHES:

Coaches who can no longer participate due to PCS, TDY, illness, etc. or who were revoked for cause will in most cases be replaced by the assistant coach. Should circumstances arise where the assistant coach cannot assume those duties, the Youth Sports Director will be contacted to resolve the issue. All coaching changes require review by and approval from Youth Sports Director.

YOUTH SPORTS OFFICIALS:

Positions are contracted through Local Officials Associations. From time to time coaches or parents will be asked to officiate games due to lack of paid officials.

COACHES EVALUATIONS:

All coaches are required to receive an annual evaluation. We attempt to do these at the end of the season or when we deem feedback necessary. Feedbacks will be kept in coaches' file.

GAME/PRACTICE CANCELLATIONS AND/OR RESCHEDULES:

1. Any decision to cancel a game due to field conditions or weather will be made by the Youth Sports Director no later than one hour prior to a game (when possible). Notification will be made as soon as practical based on existing weather conditions or weather forecast. It will be the Youth Sports Director's responsibility to notify officials and Head Coaches to ensure the maximum amount of notification time is provided. Head Coaches are responsible for notifying their assistant coaches, team parents and players.
2. Games and practices will be conducted in the rain as long as field conditions remain safe. Coaches will be responsible for canceling practices. If a game is postponed due to weather, darkness or road conditions (i.e., snow, ice, sleet) the Youth Sports Director will attempt to reschedule.
3. Head officials may delay the start of a game, stop play, or call a game once started.
4. Extreme heat cancellation will be determined by the Youth Sports Director and/or game officials based on temperature, humidity and specific playing activities.
5. All games and practices will be suspended immediately if lightning is within five nautical miles and will not continue until lightning is outside of five nm radius of the base. For current weather information call 225-7213
6. If a Head Coach needs to cancel a game, they must notify the Youth Sports Director 48 hours prior to the game start time. Failure to report the need to reschedule a game may result in team forfeiture. Normally only emergency situations are acceptable reasons for not complying with the 48 hour time limitation. The Youth Sports Director will determine if the emergency is valid.

PROTESTED GAMES:

The Youth Sports Program is based on sportsmanship and must be operated as such. Competition must never overrule sportsmanship. To operate and teach the principles of the game properly, protests may arise. The protesting Head Coach must file a letter of protest with the Youth Sports Director within 24 hours of the end of the protested game. After conferring with the appropriate coaches and umpires/referees involved, the Youth Sports Director and/or Youth Center Director will make a final determination on protests.

YOUTH SPORTS COMMITTEE

This committee is made up of the Youth Sports Director, the Sport Commissioners of each sport, individuals known for their expertise in youth sports and youth participants. The committee will function for the good of the entire sports program. Attendance at committee meetings is essential for a growing, exemplary program. The Youth Sports Director, in conjunction with the Sport Commissioners, develop meeting agendas. The Youth Sports Director or elected chairperson will chair the meeting unless committee members agree to other procedures. Committee members should not allow coaches' or parents' desires or opinions to change or impact the non-competitive, instructional philosophies of the youth sports program.

EMERGENCY CONTINGENCY 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
- 6) One of the coaches will stay with the team until all players are picked up.
- 7) Contact the Youth Sports Director at 225-7021
- 8) Complete an AF Form 1187, Youth Flight Accident Report, for any injury requiring professional medical attention.

RAIN OUT PROCEDURES GAMES PLAYED AT YOKOTA:

Fields will be evaluated by 1700 the day prior to games. If it rains the evening prior to a game fields will be evaluated by 0800 on game day.

TRAVEL GAMES:

Determination will be made prior to departure if possible. A recall tree will be initiated by calling all coaches, officials and transportation section. Coaches are responsible for contacting their team.

YOUTH SPORTS CONTACT INFORMATION:

225-7021, listen to message for sports staff cell numbers.

Coaches, as you can see your responsibility is far reaching and affects the futures of many children. Take this opportunity to develop lifetime leisure, physical fitness skills and memories for the youth in your care.

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Thank you to the National Alliance for Youth Sports for partnering with Air Forces Youth Services to provide the information in this booklet.

The National Alliance for Youth Sports

2050 Vista Parkway
West Palm Beach, FL 33411
1-800-729-2057
www.nays.org

Yokota AB
SERVICES
Combat Support & Community Service



Tsubasa East (Main) Center
225-7422 • Bldg 1591
Wakamono West Center
225-6397 • Bldg 3258



Fun is how we measure success