

# ***Kirtland AFB***



## ***Youth Sports***

# **Information Package 2017**

(As of 28 November 2016)

377th Force Support Squadron  
1551 First Street, Building 20350  
Kirtland AFB, NM. 87117  
505 - 846 - 1829



DEPARTMENT OF THE AIR FORCE  
HEADQUARTERS 377<sup>th</sup> AIR BASE WING (AFMC)

TABLE OF CONTENTS

Welcome Letter . . . . .	3
Mission and Philosophy . . . . .	4
League Structure . . . . .	4
Program Descriptions . . . . .	.5/6
Affiliations . . . . .	7
Eligibility / Inclusion Policy . . . . .	7
Registration . . . . .	7
Refund Policy . . . . .	8
Team Assignments . . . . .	8
Youth Responsibilities and Conduct . . . . .	.8/9
Parents' Orientation, Responsibilities, and Conduct . . . . .	.9/10
Coaches' Training, Responsibilities, and Conduct . . . . .	.10/11
Officials' Training, Responsibilities. . . . .	. 11
Administrators' Training, Responsibilities . . . . .	.12
Health and Nutrition . . . . .	.13
Physicals . . . . .	.13
Substance Use . . . . .	.13
Guidance Policy . . . . .	.14
Child Abuse . . . . .	.15
Touch Policy . . . . .	.16
Injuries . . . . .	.16
Emergency Numbers . . . . .	.16
Safety Inspections . . . . .	.17
Weather . . . . .	.17
Schedules . . . . .	.18
Absences . . . . .	.18
Guidelines, Regulations, and / or Rules . . . . .	.18
Scores . . . . .	.19
League Standing, Tournaments, and All Star Teams . . . . .	.19
Team Photos, Awards, and Parties . . . . .	.19
Sportsmanship . . . . .	.19
Appendix A – National Standards	
Appendix B – Players' Code of Ethics	
Appendix C – Parents' Code of Ethics	
Appendix D – Coaches' Code of Ethics	
Appendix E – Officials' Code of Ethics	
Appendix F – Administrators' Code of Ethics	
Appendix G – Standards of Conduct and Resulting Disciplinary Action for Coaches	
Appendix H – Questions for Parents to Ask Their Child about Their Sports Experience	
Appendix I – Blank	

1 Jan 2016

MEMORANDUM FOR YOUTH SPORTS PARENTS

FROM: 377th FSS / FSFY

1551 First Street, Building 20350  
Kirtland AFB, NM 87117

SUBJECT: Youth Sports Welcome

I would like to welcome you to the Kirtland Air Force Base Youth Sports program. With your help and cooperation, we can make this an enjoyable and memorable experience for all involved. For you to better understand how we can accomplish this together, I would like to share some valuable information in the Youth Sports Information Package with you.

With that in mind, remember to keep youth sports in the proper perspective. It is for the kids, and not the adults. Always encourage good sportsmanship and practice positive reinforcement.

I look forward to another successful and fun-filled sports season at Kirtland Air Force Base. Should you have any questions, comments, or concerns feel free to contact the undersigned at 846-1829.

TYRONE GRIFFIN  
Director, Youth Sports and Fitness

## **AF CYP Mission Statement**

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

### **MISSION**

The Kirtland Air Force Base Youth Sports program mission is to provide all eligible youth, a forum / opportunity to participate in a vast array of individual, team, and leisure sports, while creating an encouraging, fun, instructional, and safe environment for youth to develop physically, mentally, and socially.

### **PHILOSOPHY**

The Kirtland Air Force Base Youth Sports program will follow the National Standards for Youth Sports, which were developed by an assembly of forty-eight (48) of the nation's leading experts representing a wide variety of disciplines affecting youth sports. They developed these Standards to provide all youth groups with a focus on what is best for children in their growing and learning years. Through the implementation of these Standards, parents can feel confident that youth sports will truly be a positive character building experience for their child.

### **LEAGUE STRUCTURE**

#### **377<sup>th</sup> Force Support Squadron Commander**

Rickey L. Farrin/846/7442

#### **Family Member Support Flight Chief**

Mrs. Molly O. Hayes/846-1555

#### **Youth Programs Director**

Mrs. Larri-Lynn Torres/846-2042

#### **Youth Sports & Fitness Director**

Mr. Tyrone Griffin/846-1829

## **PROGRAM DESCRIPTIONS**

### **Seasonal Leagues**

**Baseball** is offered to youths, ages 5-18. Registration is during the month of February. Practices start around the end of March. Games are typically from the beginning of April to the end of May. Cost is \$35 for Youth Programs members or \$50 for non-members. There is also a \$5 late fee if you registrar after registration has close. Each participant is issued a baseball jersey and hat. The Jersey and Hats are the property of the United States Government and the Kirtland Air Force Base Youth Sports program. Extreme care for the uniforms must be taken and alterations to the uniforms are not allowed. Parents must provide pants, socks, cleats (molded plastic), and glove.

**Basketball** is offered to youths, ages 5-18. Registration is during the month of October. Practices start around the beginning of November. Games are typically from the beginning of January to the middle of March. Cost is \$35 for Youth Programs members or \$50 for non-members. There is also a \$5 late fee if you registrar after registration has close. Each participant is issued a reversible jersey. The Jersey's are the property of the United States Government and the Kirtland Air Force Base Youth Sports program. Extreme care for the uniforms must be taken and alterations to the uniforms are not allowed. Parents must provide shorts (w/o pockets), socks, and shoes (w/ non-marking soles).

**Cheerleading** is offered to youths, ages 5-18. Registration is during the month of October. Practices start around the beginning of November. Squads will perform during basketball games that are typically from the beginning of January to the middle of March. Cost is \$35 for Youth Programs members or \$50 for non-members. There is also a \$5 late fee if you registrar after registration has close. Each participant receives a practice tee shirt and pompoms. Cheerleading uniform tops and skirts will be issued during the season to each participate. The tops and skirts are the property of the United States Government and the Kirtland Air Force Base Youth Sports program. Extreme care for the uniforms must be taken and alterations to the uniforms are not allowed. Parents must provide bloomers, socks, and shoes (w/ non-marking soles).

**Flag Football/Camp** is offered to youths, ages 5-18. Registration is during the month of April. Cost is \$35 for Youth Programs members or \$50 for non-members. There is also a \$5 late fee if you registrar after registration has close. Each participant receives a reversible jersey and flag belt. The jersey and flags are the property of the United States Government and the Kirtland Air Force Base Youth Sports program. Extreme care for the uniforms must be taken and alterations to the uniforms are not allowed. Parents must provide shorts, socks, mouth guard, and cleats (molded plastic).

**Soccer** is offered to youths, ages 5-18. *Fall* - Registration is during the month of June. Practices start around the beginning of August. Games are typically from the beginning of September to the middle of October. *Spring season when offered* - Registration is during the month of January. Practices start around the beginning of March. Games are typically from the beginning of April to the middle of May. Cost is \$35 for Youth Programs members or \$50 for non-members. There is also a \$5 late fee if you registrar after registration has close. Each participant is issued a jersey. The Jersey's are the property of the United States Government and the Kirtland Air Force Base Youth Sports program. Extreme care for the uniforms must be taken and alterations to the uniforms are not allowed. Parents must provide shorts, socks, shin guards, and cleats (molded plastic).

*Actual program dates and costs vary from year to year and are subject to change without notice.  
Current information may be obtained by calling Youth Programs.*

## **Instructional Classes**

**Tae Kwon Do (currently not available)** is offered to youth, ages 5-18. Registration is on going. Cost per month is \$45. Youth and adults will participate in monthly sessions where they will have the opportunity to learn or improve different Tae Kwon Do & Self Defense skills in a fun stress free learning environment. A Tae Kwon Do uniform is required of participants.

## **Special Events**

**Pitch Hit and Run** is offered to youth, ages 7-14. Registration TBA, The event is typically held in the beginning of April. Cost is free. Youth are given the opportunity to showcase their pitching, hitting, and running abilities. Youth with the highest scores in pitching, hitting, running, and all-around in their age group will receive a ribbon to mark their achievement.

**Punt Pass and Kick** is offered to youth, ages 8-15. Registration TBA, The event is typically held in the beginning of August. Cost is free. Youth are given the opportunity to showcase their punting, passing, and kicking abilities. Youth with the highest scores in punting, passing, kicking, and all-around in their age group will receive a ribbon to mark their achievements.

## **Summer Camps**

**Basketball Camp** is offered to youth, ages 8-15. Cost is \$25 for Youth Programs members or \$40 for non-members. Youth will participate in a week long camp where they will have the opportunity to learn or improve different basketball skills in a fun stress free camp environment. Each participant receives a tee shirt and basketball. Parents must provide shorts (w/o pockets), socks, and shoes (w/ non-marking soles).

### **Other Camps when offered:**

Golf  
Tennis

## **Additional Youth Sports Opportunities on Base**

### **Seasonal Leagues/ Instructional Classes**

**Bowling** is offered to youth, ages 6-18. For more information call the Bowling Center at 846-6851.

**Swimming** is offered to youth, ages 6-18. For more information call Outdoor Recreation at 846-5485

*Actual program dates and costs vary from year to year and are subject to change without notice.  
Current information may be obtained by calling Youth Programs.*

## AFFILIATIONS

Our Youth Sports program has affiliated itself with a number of outside organizations to enhance and strengthen the programs offered at Kirtland Air Force Base (KAFB).

### National Organizations

**Boys and Girls Clubs of America (B&GCA)** is one of the largest youth serving organizations in the world, with more than two thousand (2,000) clubs. The organization's main objective is to improve youth programs by providing access to resources, materials and training. It provides programs and grants in such areas as fitness, performing arts, and leadership to the KAFB Youth Programs.

**National Alliance for Youth Sports (NAYS)** is America's leading advocate for positive and safe sports and activities for children. NAYS offers programs and services for everyone involved in youth sports experiences, including professional administrators, volunteer administrators, volunteer coaches, officials, parents and young athletes. NAYS encompass the National Youth Sports Coaches Association and Parents Association for Youth Sports.

- **National Youth Sports Coaches Association (NYSCA)** certifies Youth Sports Coaches through clinics that cover such areas as emotional / social characteristics of children; disciplining athletes; building self-esteem and confidence; sportsmanship; conditioning; nutrition; safety and first aid; practice organization; tactics, skills, and strategies; and liability. Each coach at KAFB must attend at least one (1) of these clinics to become a certified coach. The KAFB Youth Sports pays for coaches' initial certification membership and annual dues for as long as they continue to coach at KAFB.

## ELIGIBILITY / INCLUSION POLICY

The Kirtland AFB Youth Sports program is open to dependants of active duty, reservist, retirees, and DOD / NAF civilian employees of all the armed forces / military branches of service in accordance with AFI 34-262 *Services Programs and Use Eligibility*, AFI 34-801 *Youth Programs*, and AFM 34-804 *Air Force Youth Sports Program* regardless of race, creed, gender, economic status, or ability. Youth must be currently in grades kindergarten through twelve (12) to be eligible. Eligibility for Youth Sports programs and / or certain age divisions may be extended to the non-military community on a space available basis when otherwise the activity would not be able to be offered.

## REGISTRATION

Each youth wishing to participate in the Youth Sports program must be registered in person by a parent or legal guardian. At the time of registration, an AF Form 88 *Youth Programs Registration* (or alternate form), and Parents' Code of Ethics must be completed and appropriate fees paid. A physical valid through the sport season is required before a youth may attend any practice or participate in an event / game.

## **REFUND POLICY**

A full refund of registration fees may be requested and honored by the Youth Sports Director at anytime prior to the scheduled first practice. Thereafter, only partial / prorated refunds will be approved for Permanent Change of Station (PCS) or medical reasons. Supporting documentation may be required depending on the circumstances surrounding the request. The method of refund payment will vary depending on original type of registration fee payment. If fees were paid via credit or club card, then your account will be credited. If fees were paid via cash or check, then you will be given cash. Refunds cannot be processed after the completion of that sport event or season.

## **TEAM ASSIGNMENTS**

The Youth Sports and Fitness Director (YS&FD) will randomly assign youths to teams based on their age, size (height and / or weight), playing experience, and / or skill level. Prior to team assignments however, youth may be asked to attend specific sport skill evaluations. The purpose of these evaluations is to assess the skill level of participants in an attempt to distribute talent equally to each team. These evaluations are extremely important and each child needs to be present.

Parents may request their child move up an age division if they feel it is in the child's best interest; however youth are encouraged to play in their assigned age division. Before a child can be considered for placement in an older age division, they must attend an evaluation session. If the child receives the highest marks of his / her peers and is mature enough as determined by the evaluators, then the child may be moved up as long as a parent is willing to sign a waiver form.

Parents may also request siblings be on the same team provided they are in the same age division, but no other request (i.e. to be on a team with a specific coach or child for carpooling purposes) will be granted. Coaches are not permitted to add players to teams, or cut players from teams. The YS&FD is the only one authorized to make roster changes.

## **YOUTH RESPONSIBILITIES**

Participation in a youth sports programs can have a lasting and meaningful effect on children's lives. Therefore, it is the goal of the KAFB Youth Sports program to ensure that a child's experience is a positive one. It takes the cooperation of everyone involved, including the participating youth to make this happen. For that reason, the following responsibilities were established for participants to adhere to:

- To listen to their coaches and be respectful of their elders
- To take care of the facilities, equipment, and uniform which they have been given
- To make sure to eat the right foods and drink plenty of water before, during, and after practices / games
- To avoid all types of taunting and belittling remarks to their teammates or opponents
- To show good sportsmanship at all times, win or lose
- To not make sports a priority over schoolwork or family
- To refrain from horseplay and all other dangerous activities in which they may become hurt
- To participate for the love of the sport and teamwork, and not to win at all cost



## **YOUTH CONDUCT**

Coaches and parents should discuss with each of their youth the Players' Code of Ethics. The NAYS believes that youth sports should be a positive and safe learning experience, so players will be held accountable for their actions. Negative behavior will not be tolerated by the YS&FD, coach (es), or official(s) in charge and players will be asked to cease such behavior. If a youth fails to heed the request, the youth will be asked to leave the area / game. Continued conduct problems may result in possible removal from the current Youth Sports program and possible future Youth Sports programs.

## **PARENTS' ORIENTATION**

Prior to the start of each season, the Kirtland AFB Youth Sports program will host a parent orientation meeting. These meetings are mandatory once a year, and are highly encouraged because valuable information that a parent should know about the Youth Sports program and upcoming season will be discussed. These meetings only last approximately one hour. Also, before or during the first practice of each sport season coaches will conduct team / parent meetings with information regarding their team specifically.

## **PARENTS' RESPONSIBILITIES**

- To have a part in the supervision of their child
- To bring forward valid complaints
- To be a good spectator
- To educate your children about abuse
- To help each child find the right sport and program for his or her needs
- To assess the philosophy of the coach and organization to make sure it matches the child's needs
- To provide the child with the physical / emotional nurturing and guidance they need to thrive
- To be an advocate for each of your children and support each child
- To equally support your sons and daughters as athletes
- To understand that all your children are gifted, but not in equal ways
- To support the individual needs and interests of children
- To provide unconditional love and support, not based on performance
- To pay attention to see if your children are having fun, learning and improving as opposed to just winning
- To create a safe and fun environment

Reprinted from NYSA's *Child Abuse and Youth Sports: A Comprehensive Risk Management Program*

## **PARENT / SPECTATOR CONDUCT**

We recognize that parents / spectators are a vital part of the youth sports experience. Each parent has signed a NAYS Parents' Code of Ethics as part of the registration package for their child. Again, the NAYS believe that youth's sports should be a positive and safe learning experience. So like the players, parents will be held accountable for their actions as well. Negative behavior will not be tolerated by the YS&FD, coach (es), or official(s) in charge and parents / spectators will be asked to cease such behavior. If the parent / spectator fail to heed the request, the spectators will be asked to leave the area. If the parent / spectator refuse to leave the area, Security Forces will be contacted for assistance in escorting the offending parent / spectator from the area. Continued conduct problems may result in possible suspension from attending any future Youth Sports events.

### **COACHES' TRAINING**

All Kirtland AFB Youth Sports' coaches must be certified through the NYSCA. Each coach must attend at least one (1) training clinics to become certified as a Youth Sports coach. The training clinics include information on the physical, mental, and social characteristics / development of youth; positive guidance techniques; safety; first aid and cardiopulmonary resuscitation (CPR); conditioning and training; nutrition; sport specific skills, strategies, tactics, and techniques; substance abuse awareness; child abuse; injury prevention; liability; diversity; and sexual harassment. Upon completion of the training, the Kirtland AFB Youth Sports program pays for the coaches NYSCA certification and membership that includes a million dollars (\$1,000,000) excess liability insurance while performing coaching duties.

### **COACHES' RESPONSIBILITIES**

- To serve as a role model
- To be knowledgeable of all league policies, procedures, and rules
- To provide a safe and fun environment for the youth, and report any suspected child abuse or neglect
- To communicate with parents and players
- To encourage parent involvement during practices, games, and other related functions
- To teach the young athletes the fundamentals of the sport
- To give each player equal playing time
- To put the feelings of the players ahead of the desire to win

## **COACHES' CONDUCT**

Each coach has signed a NAYS Coaches' Code of Ethics as part of their NYSCA training. Once more, the NAYS believe that Youth Sports should be a positive and safe learning experience. So like the players and parents, coaches will be held accountable for their actions when working with children. If you feel for any reason that a coach is not following the NYSCA standards, then please report their actions to the YS&FD.

Coaches who fail to demonstrate the desired Standard of Conduct [Code of Ethics] will be counseled and / or disciplined by the YS&FD. Coaches not favorably responding to counseling and / or disciplining will be brought to the attention of the Youth Program Director for a review of their performance. The YS&FD will forward his or her recommendations to the Youth Programs Director who will suspend any coach whose conduct is considered detrimental to the best interests of the Youth Sports Program. If suspended, NYSCA will be notified and the coaches' certification will be revoked. The coach will not be allowed to participate in future Youth Sports programs if this decision is made.

In addition, base Installation Record Checks (IRCs) are conducted on all persons interested in volunteering with our youth. Persons with unfavorable IRC findings will not be allowed to work with our youth.

## **OFFICIALS' TRAINING**

For the most part, the officials / referees used in the Kirtland AFB Youth Sports program are individuals working for a local official association which has been contracted by Youth Programs to perform such duties. All of these officials / referees must be certified through the appropriate sports association for that sport for which they are assigned to officiate / referee. As part of their training, officials / referees are trained in: their responsibilities as an official / referee; the rules of the sport; court / field coverage and positioning; communication and signals; safety; sportsmanship; and working with administrators, coaches, parents, players, and other officials / referees.

## **OFFICIALS' RESPONSIBILITIES**

- To maintain certification by the appropriate sport association for the sport in which they are officiating
- To familiarize themselves with the current association rules and league by-laws
- To arrive on site at least fifteen (15) minutes prior to the start of the game
- To wear the proper uniform for the sport they are officiating and conduct themselves in a professional manner at all times
- To inspect the playing surface and surrounding area to ensure it is safe for use
- To inspect all team members to ensure they are wearing the proper uniform and authorized / required safety equipment
- To remain impartial in the sport they are officiating (i.e. officials should not be a player, coach, or parent in the sport and age division in which they are officiating)
- To report all game results, injuries, and un-sportsmanlike incidents to the YS&FD

## **ADMINISTRATOR'S TRAINING**

The YS&FD who administers the youth sports program at Kirtland AFB must be a Certified Youth Sports Administrator (CYSA). Each CYSA must complete a training course offered through NAYS. This training course includes topics on philosophy, mission, policies, volunteers, child abuse, parents, conflict, and insurance. In order to retain the CYSA credentials, an administrator must earn at least 1.0 Continuing Education Units (CEUs) of training every two years.

## **ADMINISTRATOR'S RESPONSIBILITIES**

- To plan and administer annual youth sports and fitness program
- To plan and organize instructional classes, sports clinics, and sports camps
- To schedule and publish practices, games, and other events
- To establish policies, procedures, and rules in accordance with applicable AF Instructions
- To work closely with youth fitness, recreation, and sports leaders in the military and civilian communities
- To recruit, train, supervise, and evaluate volunteers
- To guarantee all necessary background checks are completed for each volunteers
- To make coaching and team assignments
- To prepare indoor / outdoor facilities and perform maintenance prior to the start of each sport season and game to meet safety standards
- To coordinate with contractor and ensure the proper number of certified officials, referees, or umpires are assigned for games
- To control inventory, and issue equipment to coaches
- To track volunteer hours and recognize volunteers for their time / efforts via the base recognition program
- To monitor, survey, and evaluate activities
- Resolves problems between coaches, parents, and youth

## HEALTH AND NUTRITION

Understanding the benefit of developing and maintaining a healthy life style is essential for youth to achieve overall fitness and success. Youth need to develop good habits to perform at their best. Youth should be encouraged to eat nutritionally balanced meals, get plenty of rest, and exercise as conditioning is an important step in preventing injuries. The practice of rapid weight gain or loss (seen primarily in wrestling and football) solely for the purpose of participating in sports is banned in the Kirtland AFB Youth Sports program. In addition, youth should bring their own water bottles and remember to drink plenty of water especially on hot and humid days.

### Physicals

Each child must obtain a medical clearance (sports physical) from a physician in order to participate in the Youth Sports program. The clearance must be dated no more than a year earlier from the completion of the specific sport event or season. A copy the physical must be on file in the Youth Sports program office before the child may attend a practice or game to prove their fitness to do so.

### Substance Use

Coaches, officials / referees, parents / spectators, and players must refrain from chewing / smoking tobacco products, drinking alcoholic beverages, or using drugs of any kind while at any activity or function sponsored by the Youth Sports program. Any person found in violation of this rule will be asked to leave the premises immediately. Security Forces will be notified if necessary. The offender will be dismissed from the program and prohibited from attending any future Youth Sports events.

The use of performance enhancing drugs (i.e. steroids), blood doping, or other performance enhancing technique not approved by the International Association of Athletics Federations are also strictly forbidden in the Youth Sports program.

Coaches, parents, and players are encouraged to talk about the importance of a tobacco, alcohol, and drug free environment. Discussions should be kept simple and informative with examples of their harmful physical, social, and mental effects on or off the court / field. These include:

- Change in appetite and / or sleeping habits
- Drop in academic performance or school attendance
- Withdrawal from family, friends, or interests; or change in friends
- Extreme mood swings - happy one minute with hostility and lack of cooperativeness the next
- Pays less attention to personal hygiene / appearance and tidiness of room
- Heightened secrecy / dishonesty about activities and possessions
- Unexpected rapid increase in muscle size

*For more information or to get help, contact one of the following:*

Center for Substance Abuse Treatment	1-800-662-HELP
National Clearinghouse for Alcohol & Drug Information	1-800-729-6686
National Council on Alcoholism & Drug Dependence Helpline	1-800-622-2255

## GUIDANCE POLICY

The Kirtland AFB Youth Sports program offers a caring and nurturing environment that encourages growth in self-control and respect for the rights of others. A youth's attempt to learn; participate, and respond to people / activities in youth sports is an important part of his / her overall development. Youth are protected from hurting themselves and others. Guidance should be a process of teaching, which allows socialization to take place. Coaches and other adults are the models for youth. Coaches should practice techniques that are fair, consistent, and respectful of youth and their needs. In this way, a youth will know the importance of similar behavior in his / her life.

### *Behavior that is considered inappropriate:*

- Causing physical harm to another person by hitting, kicking, throwing, or any other action
- Exhibiting behavior that is potentially harmful to themselves
- Using inappropriate language, spitting, or other form of verbal abuse or degradation
- Refusing to comply with KAFB Youth Sports rules and / or failing to listen to coaches, officials, or other adult

### *Appropriate guidance techniques:*

- Talking with the youth
- Helping the youth use negotiation to resolve conflicts
- Removing the youth from the situation for a few minutes temporarily
- Limiting the youth's participation in the activity

### *Humiliating or frightening punishment which is strictly forbidden:*

- Withholding of water or snacks to change behavior
- Verbal abuse, threats, or derogatory remarks about the youth or their family
- Restrictions or confinement by physical means
- Physical punishment (hitting, pinching, shaking, slapping, spanking, push ups, running laps, etc)

Occasionally, there are youth who have difficulty adjusting to team groups. If a youth repeatedly behaves in a way that is detrimental to him / herself, other youth, or adults; coaches must bring the problem to the attention of the YS&FD. At that time, the parents will be contacted to discuss the problem. After several attempts have been made to work with the youth on these challenges, the YS&FD may suggest professional help or temporary removal from Youth Sports. Parents are required to follow the YS&FD approved guidance methods while in the Youth Sports program.

**All violations of the guidance policy by coaches should be reported in writing to the YS&FD, who in turn will report it to the Family Member Support Flight Chief. Coaches who violate the guidance policy will not be permitted access to youth in the Youth Sports program until retrained.**

# CHILD ABUSE

## Prevention

Child abuse and neglect occurs in all kinds of families and care-giving settings. Child abuse may occur as a single incident or be a pattern of behavior extending over many years. With that in mind, Youth Programs takes many precautions (some of which are noted below) to prevent child abuse.

- Coaches receive training on child abuse prior to each sports season.
- A guidance policy is in place to inform coaches about appropriate / inappropriate ways of interacting with youth.
- Background checks / Installation Records Checks (IRC) are conducted on all coaches.
- References are checked for coaches associated with Youth Sports.
- Entrance / exit into the Youth Centers are limited to a single entry / exit point.
- A closed circuit camera / television system is in place in each major area of the Youth Centers.
- At least two (2) coaches / adults must be present at all practices and game.
- Coaches / adults may not allow youth to follow them into storage rooms or closets.
- Coaches / adults must stand outside the bathroom while waiting for an individual youth. They may never enter and remain in a bathroom alone with a youth.
- Coaches may not take a youth to their home or visit a youth at their home without written permission from the youth's parents and the YS&FD.
- Coaches may not take youth in their own vehicle without written permission from the youth's parents and the YS&FD.

## Reporting

Reporting suspected child abuse is the first and foremost thing a person can do to stop child abuse. Anyone who suspects child abuse is ethically obligated to report it. By the nature of the Youth Sports program, coaches are considered "mandated reporters." This means that coaches working with youth have both an ethical and legal responsibility to report child abuse suspicions.

It is important to remember that when dealing with the issue of child abuse and neglect, the report that is made is only a suspicion. Actual child abuse or neglect does not have to be proven by the reporter. Determination as to whether or not an allegation is substantiated will take time and resources only available through support agencies, such as Family Advocacy.

Documentation is critical when dealing with the issue of child abuse and neglect. Any mark or injury (suspicious or not) observed on a youth should be documented. This will help determine if a pattern of injury is occurring. When reporting a child abuse or neglect suspicion, it must be done both orally and in writing to the YS&FD, Family Member Support Flight Chief, and Family Advocacy office. The report needs to be as specific as possible as to time, location, and type of injury, as well as anything the youth may have said that caused the suspicion.

Remember that reports are confidential and should be seen by or discussed with only those who persons that need to know about them. They should not be discussed with anyone else.

Family Advocacy . . . . . 846-0139

DoD Child Abuse & Safety Violation Hotline . . . 1-800-336-4592

## **TOUCH POLICY**

Physical contact is a significant part of every Youth Sports program, but coaches / adults need to be aware that a youth's perception of a physical touch may not match your own.

Appropriate touching creates positive emotional / social growth in youth, helps youth develop a sense of trust / security in the world, and directly affect the youth's self-esteem. Appropriate touching includes high fives, "quick release" hugs, and taps on the shoulder or back.

Inappropriate touching creates an improper / negative emotional effect on youth, and goes against societal norms and violates the law. Forms of inappropriate touching are: arm grabbing, hitting, pinching, shaking, slapping, spanking, striking, prolonged tickling, fondling, lingering hugs, kissing, and lap sitting. Inappropriate touching may involve coercion or other types of exploitation of youth for the sole satisfaction of the adult.

## **INJURIES/FIRSTAID**

In the event of an injury, play should be stopped and the injured youth tended to immediately. If the injury is minor, the appropriate first aid should be performed and the injury documented on the AF Form 1023, *Youth Flight Record of Injuries*. If the player is seriously injured, emergency medical services (EMS) assistance should be called at once. If you personally do not have a cell phone, the use of a bystander's cell phone is also acceptable. Otherwise, find the closest landline. While waiting for EMS to respond or as soon as possible thereafter, the coach should telephone the parent (if he / she is not present) of the injured youth, notify the Youth Programs staff of the accident as soon as possible, and complete the AF Form 1187 *Youth Flight Accident Report*. Coaches need to be sure to include the injured person's name, type of injury, severity of injury, who you relinquished the care to, and if the parent was present and / or notified. Coaches should turn in the AF Form 1187 to the YS&FD as quickly as you can, because the YS&FD must then forward the report to HQ AFMC within twenty-four (24) hours of the injury.

At outdoor sports, first aid kits can be obtained from the head coach as one was issued to them along with the team equipment. At indoor sports, a first aid kit can be found at the front counter. Each kit contains the following basic first aid items: bandages, antibacterial soap, gauze pads, roll gauze, tape, tweezers, scissors, thermometer, latex gloves, and a cold pack. Under no circumstances will any person associated with the Youth Sports program administer any type of medication to a youth. This includes all over the counter / non-prescription drugs (i.e. aspirin) or prescription medicine.

## **EMERGENCY NUMBERS**

Emergency Medical Services (EMS)	911
KAFB Operator	846-0011
VA Emergency Room	256-2929/2793
KAFB Command Post	846-3777
Law Enforcement Desk	846-7962/7913



## **SAFETY INSPECTIONS**

To minimize injuries and ensure the highest level of safety for our youth, equipment and facility inspections are conducted on a regular basis. The Base Safety Office conducts safety inspections of all the Youth Sports facilities annually; while the YS&FD conducts pre-season, game day, and post-season facility inspections. In addition, the YS&FD conducts pre-season inspections on each piece of equipment before it is put into use or issued to coaches and post-season inspections when it is returned. The equipment and facilities provided by the Youth Sports program are the only equipment and facilities authorized to be used by a youth / team, unless otherwise approved by the YS&FD.

Coaches must take the time before each practice, game, or other event to ensure that the athletic facility and equipment are safe to use on a daily basis. But safety should be every ones concern, so do your part and be on the look out for obvious observable items such as: debris, holes, and ruts at the facility; or cracks, rips, and tears in equipment. (Safety inspection checklists specific to your sport may be obtained from the YS&FD.) If there is a safety issue, try to alleviate the problem yourself. If the problem cannot be fixed on the spot, avoid the area by moving to another location or discontinue the use of the equipment if possible and continue with the event. Otherwise, cancel the event until the problem can be alleviated and notify the YS&FD of the problem as soon as possible.

## **WEATHER**

Some Youth Sports events may need to be cancelled / postponed because of weather conditions which make participating in certain athletic activities unsafe. These conditions may be caused by several factors: air quality, humidity, lightning, precipitation, temperature, visibility, and wind speed. It is the coaches' responsibility to determine if practices should be cancelled / postponed as result of one or a combination of these factors. However, if these conditions occur or are predicted well in advance of scheduled events, the YS&FD will make the determination whether or not the event should be cancelled or postponed. This determination normally is made by three o'clock (3 pm) for evening events or by five o'clock (5 pm) the night before for morning events. If you have not been informed an event is cancelled / postponed, and then the event is as scheduled and will be held at the official's discretion provided the field is safe / suitable for play.

If the event is suspended for lightning all individuals is to seek shelter in their vehicles. No one is to remain on the field, in dugouts, or on the bleachers. The event will not continue until at least fifteen (15) minutes has elapsed after the last sign of lightning (thunder or flash). However, if an event is suspended while in progress due to a non-lightning weather condition; players, coaches, and spectators should seek shelter in a dugout, concession stand, or car until conditions have improved or until the game has been officially cancelled.

When Kirtland AFB is experiencing extreme temperatures (or heat index / wind chill equivalents), youth's exposure time outdoors must be reduced as follows: less than twenty-five degrees (25°) Fahrenheit – fifteen (15) minute restriction, twenty-five to thirty-one degrees (25-31°) Fahrenheit – thirty (30) minute restriction, thirty-two to ninety degrees (32-90°) Fahrenheit – no restriction, ninety-one to ninety-five degrees (91-95°) Fahrenheit – thirty (30) minute restriction, and greater than ninety-five degrees (95°) Fahrenheit – fifteen (15) minute restriction.

Youth should dress adequately for whatever conditions exist. Light and loose-fitting clothing made of natural fibers or a cotton blend is the best because it promotes air circulation to the skin, which helps youth stay cooler in hot weather and prevents chilling in cold weather. In addition, youth must have a pair of correctly sized shoes appropriate for the sport.

## SCHEDULES

Practice and game schedules are established per AFM 34-804 *Air Force Youth Sports Program* Figure 13-2 (reprinted below) and determined by coach / facility availability. Game schedules are finalized approximately two (2) weeks before the start of the season. Youth Sports events are primarily conducted on Saturdays. However, it is not unusual for there to be one (1) game on a week night as well; especially if games have had to be cancelled / postponed earlier in the season.

<b>Age Group</b>	<b>Practices per Week</b>	<b>Length of Practices</b>	<b>Games per Week</b>	<b>Length of Season (Pre Season + Games)</b>
6-8	2	45-60 min	1	2 + 6 wks
9-10	2	45-60 min	1-2	2 + 6 wks
11-12	2-3	45-60 min	1-2	2 +10 wks
13-14	2-3	60-90 min	1-2	2 + 10 wks
15-18	2-3	90-120 min	1-2	3 + 12 wks

If a parent, guardian, or other adult is under the influence of alcohol or drugs (in your opinion) and attempts to pick up a youth from practice / game do not allow the youth to leave with the inebriated individual and notify Security Forces immediately.

If a youth less than sixteen (16) is not picked up when a practice or game ends, coaches should immediate attempt to contact the youth's parent(s) or guardian(s) at all the telephone numbers noted on the AF Form 1181. If the parent(s) / guardian(s) cannot be reached, the emergency contact (also listed on the AF Form 1181) should be called. If after thirty (30) minutes you still have not been able to reach someone, Security Forces must be notified. Security Forces should assist in locating the parents and / or finding temporary placement for the youth.

## ABSENCES

Youth should attend every sports practice and game that is reasonably possible. However, if a youth will miss a practice / game the coach should be notified in advance of the absence and subsequent reason. Coaches may not punish a youth for excused absences by sitting the youth out a game, making them run extra laps, or other similar discipline. Excused absences include: illness, church, school, and family activities as youth are encouraged to participate in a variety of activities in addition to their participation in a particular sport.

## GUIDELINES, REGULATIONS, AND RULES

Each sport and each age division has specific guidelines, regulations, and / or rules, which are extremely cumbersome to be included in their entirety. The local military Youth Sports and Fitness Directors review these guidelines, regulations, and /or rules annually. (A copy of the current rules for your child's sports and age division may be obtained from your child's team coach or the YS&FD.)

However, each parent should be aware that the Youth Sports program encourages the balancing of playtime for each participant and each sport has special rules governing the amount of time each child must play during games. As a general rule, each child is to play half the game in all sports. Only youth ages 12 years and up will be allowed in post season play.

## **SCORES**

Coaches and parents should de-emphasize winning as the primary goal. Youth can learn from both winning and losing if winning is placed in the proper perspective. Success cannot be defined by whether or not a team wins or loses. Coaches and parents should stress to youth that success is related to effort and is found in striving for the best they can do. Coaches must make sure that youth understand that losing a game or event is not a reflection on their own self-worth. For that fact, game scores will not be kept in the youngest age divisions of each sport. And in the older age divisions, each sport has some type of rule to minimize the score spread / difference. Running up the score or excessive score domination by any team is prohibited in all sports.

## **LEAGUE STANDINGS, TOURNAMENTS, AND ALL-STAR TEAMS**

League standings, tournaments, and all-star teams promote competition; which is not the mission of the Air Force Youth Sports program. So, it is the position of the Kirtland AFB Youth Sports program that league standing will not be kept, tournaments will not be held, and all-star teams will not be formed. Each of these emphasizes a youth's (or team's) ability as being superior to or better than another youth (or team).

## **TEAM PHOTOS, AWARDS, AND PARTIES**

Group photos, awards, and end of season parties are the responsibility of each team. However, it is recommended that the team coach along with the parents discuss as a group whether or not they wish to pursue one, two, or all three of these because ultimately each child's parent will have to pay for whatever is decided. In other words, teams should keep plans simple and limited in price. (A list of photographers, sources to buy awards, and suggestions for parties may be obtained from the YS&FD.)

If a team wishes to present awards to its members, they should be participant in nature. Participants who are dismissed for disciplinary reasons or those who quit before the end of the season are not eligible for recognition unless their departure is related to a deployment, permanent change of station (PCS), remote tour, separation, extended temporary duty (TDY), or similar circumstance. Individual awards for superior play (e.g., Best Player, Highest Scorer, Most Valuable Player, etc.) are permitted only in activities for youth thirteen (13) and older. Upon request, the Youth Sports program will provide a Certificate of Participation for each child that finishes the sport season.

## **SPORTSMANSHIP**

The Kirtland AFB Youth Sports program encourages good sportsmanship amongst its youth participants, as well as coaches, officials / referees, and parents / spectators. To help promote and reinforce this behavior in our youth, the Youth Sports program presents a sportsmanship award to the youth who best exemplifies good sportsmanship during each sports season, as best justified in the nominations submitted by our coaches, parents, participants, officials / referees, and staff. (A nomination form may be obtained from the YS&FD.)

## **NATIONAL STANDARDS FOR YOUTH SPORTS**

### **Standard # 1 - PROPER SPORTS ENVIRONMENT**

Parents must consider and carefully choose the proper 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 participant and the proper level of physical and emotional stress.

### **Standard # 2 - 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.

### **Standard # 3 - DRUG, TOBACCO & ALCOHOL-FREE ENVIRONMENT**

Parents must encourage a drug, tobacco and alcohol-free environment for their children.

### **Standard # 4 - PART OF A CHILD'S LIFE**

Parents must recognize that youth sports are only a small part of a child's life.

### **Standard # 5 - TRAINING**

Parents must insist that coaches be trained and certified.

### **Standard # 6 - PARENTS' 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.

### **Standard # 7 - POSITIVE ROLE MODELS**

Parents must be a positive role model exhibiting sportsmanlike behavior at games, practices, and home while giving positive reinforcement to their child and support to their child's coaches.

### **Standard # 8 - PARENTAL COMMITMENT**

Parents must demonstrate their commitment to their child's youth sports experience by annually signing a parental code of ethics.

### **Standard # 9 - SAFE PLAYING SITUATIONS**

Parents must insist on safe playing facilities, healthful playing situations and proper first aid applications, should the need arise.

### **Standard # 10 - 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.

### **Standard # 11 - DRUG, TOBACCO & ALCOHOL-FREE ADULTS**

Parents as coaches, fans, and league administrators must be drug, tobacco and alcohol-free at youth sports activities.

## **PLAYERS' CODE OF ETHICS**

I hereby pledge to be positive about my youth sports experiences and accept responsibility for my participation by following this Players' Code of Ethics pledge:

I will encourage good sportsmanship from fellow players, coaches, officials and parents at every game and practice by demonstrating good sportsmanship.

I will attend every practice and game that I can, and will 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, other players, officials and fans 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 environment that is free of drugs, tobacco and alcohol and expect adults to refrain from their use at all youth sports events.

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.

## **PARENTS' 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.

## **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.

## **OFFICIALS' CODE OF ETHICS**

I will hereby pledge to live up to my certification as a NYSOA Official by following the NYSOA Officials' Code of Ethics:

I will encourage good sportsmanship by demonstrating positive support of all players, coaches, fellow officials and league administrators at all times.

I will ensure that I am knowledgeable of the rules of each sport I officiate and apply those rules fairly to all participants, teams and coaches.

I will not allow personal friendships and associations to influence my decisions during a contest.

I will refrain from the use of tobacco and alcohol products when in the youth sports environment.

I will remember that youth sports is an opportunity for children to learn and have fun and I will place their safety above all else.



## **ADMINISTRATORS' CODE OF ETHICS**

I hereby pledge to provide positive support to all youth sports programs in my community, to administer youth sports programs with professionalism and in the best interests of the children involved by following the Youth Sports Administrators' Code of Ethics:

I will run youth sports programs for the children involved, not the adults.

I will ensure that I am knowledgeable in the area of youth sports administration.

I will do my best to provide a safe playing situation for all participants.

I will provide support for coaches, officials and parents to provide a positive, enjoyable experience for all.

I will require all coaches and officials to be trained in the responsibilities of being a volunteer within the organization and that they uphold the NYSCA / NYSOA Codes of Ethics.

I will implement and enforce the National Standards for Youth Sports.

I promise to keep informed about current issues involving youth sports programs.

**STANDARDS OF CONDUCT AND RESULTING DISCIPLINARY ACTIONS  
FOR YOUTH SPORTS COACHES AT KIRTLAND AFB**

<b>Offense</b>	<b>1st Offense</b>	<b>2nd Offense</b>	<b>3rd Offense</b>
Failure to play all players mandatory playing time	Verbal reprimand	Written reprimand and one game suspension	Removal
Ejection from game by official	One game suspension	Removal	
Using an ineligible player (not registered through the Youth Sports program)	One game suspension and forfeit of the game	Removal	
Smelling of alcohol, drinking alcohol or being intoxicated while working a youth sports event	Removal		
Insubordination, impertinence and other similar offenses	Written reprimand and / or one game suspension	Removal	
Physical abuse of a player, official, parent, coach, or other person	Removal		
Removing your team from the field or court, failing to continue play	Removal		
Failure to attend mandatory briefings and meetings without good cause or failing to send a representative	Verbal reprimand	Written reprimand and one game suspension	Removal
Failure to control coaching staff	Verbal warning	Written warning	Removal
Failure to assist in the control of team parents	Written reprimand	One game suspension	Removal
Failure to show for a scheduled practice or game without contacting the YS&FD	One game suspension	Removal	
Arguing with game official during the conduct of the game	Written reprimand	One game suspension	Removal
Loss of equipment and / or supplies due to neglect or abuse	Verbal reprimand	Written reprimand	Removal
Not complying with YS&FD directive, guidance and / or policies	Verbal reprimand	Written reprimand	Removal
Failure to follow the program chain of command	Verbal reprimand	Written reprimand	Removal
Leaving a child / player without proper adult supervision before or after practices and / or games	Removal		
Switching player after team assignment without YS&FD approval	Removal		
Smoking at any Youth Sports facility	Written reprimand	One game suspension	Removal
Using profanity or other displays of unsportsmanlike conduct	Verbal warning	Written warning and possible suspension	Removal
Conducting unauthorized events to include fundraising without YS&FD approval	Written reprimand	Removal	

This table is used as a general guide for imposing disciplinary actions against volunteer coaches of the KAFB Youth Sports program. This is only a guide and other actions may be warranted and will be handled on a case-by-case basis. Final decisions will rest with the responsible administrative officials.

## **QUESTIONS FOR PARENTS TO ASK THEIR CHILD ABOUT THEIR SPORTS EXPERIENCE**

1. Did you have fun?
2. Did you learn something new?
3. Do you feel as though you improved a skill today?
4. Did you play well?
5. Is there anything you feel you need to work on, and if so, can I help you?
6. What did the coach say you should concentrate on?
7. Were you a good sport?
8. What was your favorite part of practice / the game?
9. What do you like most about the coach?
10. Is there anything you are having difficulty with?
11. Did you look forward to playing today, if not why not?
12. Is there anything else you want to talk about?

*Intentionally left blank for your notes!*