

**Joint Base San Antonio  
Youth Sports & Fitness Program  
Fort Sam, Lackland and Randolph**

**Coaches Handbook**



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Welcome to the Joint Base San Antonio Youth Sports!

This Coaches Handbook is a guide to help you understand the philosophies of Youth Sports regarding youth athletics and for you to do your part in making this program a success. If everyone works together and does their best to enrich the lives of children in the JBSA community, we can accomplish remarkable things. We look forward to your involvement with Youth Sports & Fitness Program.

### **OUR MISSION:**

**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 service for eligible children and youth birth through 18 years of age.**

## **Philosophy of Youth Sports**

**Youth Sports** Programs develop the physical, psychological, and social aspects of **youth**. Our programs emphasize participation, fun, sportsmanship, and downplays a competitive approach to **sports**. Participants, parents, and coaches are expected to support this **philosophy**. Athletes are our most popular heroes.

### ***INCLUSION OF SPECIAL NEEDS CHILDREN***

A special need is defined as children with condition that require special services beyond those usually necessary to promote growth and development. Included but not limited to children with speech challenges, development delays, physical handicaps, ADD or AD/HD, allergies and medical problems, or any condition which might require additional supervision or medication.

Children with special needs are welcomed in our youth sports program within the parameters of sports facility and volunteer coaches' requirements. Children with special needs will be admitted to our program with the written approval of the center's Medical Advisor after paperwork has been completed and a SNAP board has processed each request. Our sports department will ensure that each volunteer coach is aware of the special needs of each child. In addition, the sports directors, parents, and coaches will work together to ensure children will have equal opportunities to play their sport and have fun.

It is understood that if your child is on medication (including medications for ADD/ or AD/HD), the child must remain on medication while in sports & fitness program.

The JBSA Youth Sports & Fitness Programs strongly believes in the benefits of participation in organized sports. Participation in sports has proven to build self-esteem, promote teamwork, develop the body as well as the mind, and is an integral part of the maturation process. Therefore, the goal of JBSA Youth Sports & Fitness Programs is to provide the opportunity and venue for young people of all backgrounds to participate and enjoy a variety of recreational programs while maintaining a safe, wholesome environment.

JBSA Youth Sports & Fitness Programs has embraced the philosophies set forth in “*National Standards for Youth Sports*,” publication compiled by the National Alliance for Youth Sports based on an assembly of 48 of the nation’s leading experts representing a vast variety of disciplines affecting youth sports.

### **The following Standards were established:**

#### **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 in the sport, the age range of the participants, and the proper level of physical and emotional stress.

#### **Standard # 2 – Programs Based on Well-Being of Child**

- 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, and Alcohol-Free Environment**

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

#### **Standard # 4 – Part of 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 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.

## **Creating a Protective Shield**

1. Our youth sports program exists to help children in the development of positive life skills and self-concepts. Our goal is to provide safe, enjoyable recreation opportunities for participants.
2. We are against any forms of abuse or maltreatment of children in youth sports. We each have a responsibility to do what we can to prevent any and all forms of child abuse.
3. We intend to take reasonable and intentional action to protect participants from any form of abuse or maltreat and to deal with any transgressions in a timely and appropriate manner.
4. The youth center uses all reasonable efforts to screen employees and/or volunteers in order to avoid instances where young athletes may be endangered, neglected, or abused.
5. Although no organization can make every participant 100% safe from all forms of abuse, through screening, training, supervision, and steps to create a healthy environment for children to thrive in youth sports, we are taking critical steps toward protecting all of our participant.
6. It is our mission to teach the basic skills which young people need to play sports in a safe and nurturing environment, where all children get an equal chance to play regardless of skill level.
7. Every child in our league has the right to have fun while participating in our program.
8. We will not tolerate any abusive behaviors that may jeopardize a child’s well-being.
9. We provide a comprehensive volunteer screening process that includes an application, interviews, background checks, and an evaluation of volunteers during the season and after completion.

Adopted from the National Alliance for Youth Sports

**Objectives**

- To offer these programs to fulfill the recreation needs and wants as a service to the JBSA community.
- To offer an equal amount of participation opportunities to both boys and girls regardless of race, creed, religion, or socio-economic status or athletic prowess.
- To make these programs safe and enjoyable in an atmosphere that promotes learning and participation first and competition second.
- To have the best possible people volunteer as coaches and to thoroughly train them to do the best that they can.
- To demand from our coaches that those who need the most assistance are given it, rather than those who are already advanced.
- To expect that good sportsmanship and fair play is the standard behavior.
- To do everything possible to ensure that the child's participation is a worthwhile and positive life.

**KEY CONTACTS**

Fort Sam Houston Youth Center	(210)221-3502/4882
Chief, Military & Family Services, Fletcher Wooden	(210)466-8845
Youth Program Director, Jeanne Warren	(210)221-4488
Youth Sports Director, Domingo Ramos	(210)221-5519
Youth Sports Assist. Director, Jessica Olivarez	(210)221-5513
Security Forces	(210)221-2222
Emergency	911

**GENERAL POLICIES**

**Parent Orientation Meeting** – Prior to the start of each season, JBSA Youth Sports & Fitness Program will host a Parent Orientation Meeting. In order for your child to play in the league, it is mandatory that at least one parent attend this orientation. Policies and Procedures will be discussed and distributed along with other important information. If you are unable to attend the scheduled meeting, please call one of the sports staff and arrange a one on one briefing. Uniforms will be issued after the parent has received the orientation.

**Payments and Refunds** – Payments are due for all programs at time of registration. Registration will not be accepted without all required documents, including a current physical exam. Shot records are required it include the flu vaccine. If a program is cancelled, the participant is entitled

to a full refund. If a parent drops their child from the program before the season begins a \$5 administration fee is assessed. Refunds will not be given if a child is dropped after the first game of the season. All other refunds will be granted on a case by case basis, at the discretion of the Youth Director.

**Physical Exams:** IAW AFMAN 34-804,7.1, youth are not permitted to participate in the sports program (practice or play) unless they have had a physical exam within the previous 12 months and it **remains current throughout the season**. Please notify the league if your child has a pre-existing medical condition (i.e. asthma, allergies, ADHD, if taking any kind of medications, physical or other developmental delays, etc.). There is a block on the registration form so that this can be indicated. The league will then inform the coach of the situation. This is essential so that we can determine how the needs of your child can be met during practices & games.

**Medical Emergencies** – For any injury or accident that requires something other than a cleaning or covering with a badge, coaches and parents are required to seek professional medical assistance through a 911 call. Any and all accidents should be reported to the league administrators by the coach, no matter how minor. Use the accident report form, which is provided to you.

**Game Cancellations and Rescheduling** – If a game is cancelled due to weather or other unforeseeable circumstances, all efforts will be made to reschedule that game. However, due to time restraints some games may not be made up. It will be the decision of the Youth Sports Staff when and if the games are made up. Special circumstances may be taken into consideration when making these decisions.

**Excused Absences** – Coaches will not punish youth for missing practices due to school activities, illness or religious activities.

**Weather** – The safety of the participants, officials and spectators is the primary concern in cases of inclement weather. Once a game has started, the game officials will have the responsibility to remove the players from the field if the conditions become extreme. If there is lightning within 5 miles of any playing field, all games will be suspended and rescheduled.

**Uniforms** – All uniforms are the property of the U.S. Government. If uniforms are issued to parents at the beginning of the season they must be returned at the end. Uniforms are expected to be worn in the condition that they are given out. Unauthorized alterations to the uniform (i.e. cutting the sleeves off, making a half shirt) will require the parent to pay for a replacement uniform.

**Participation Awards** – The youth center provides participation awards (medals) for these parties. If teams purchase additional awards such as trophies, the youth center will not be responsible for their distribution to the players.

**Team Selection Procedures** – All players are selected by a random “Z” selection method. Children are selected according to their age, experience level, gender, and birth year. Parents may request that siblings be placed on the same team provided they are in the same age range. Coaches can also request to have their children on their team as well.

**Positive Guidance and Appropriate Touch** – Volunteer coach use positive approaches when guiding children/youth in understanding the effects of their actions. They identify feelings, facilitate social problem solving and help youth reflect back these expressions. The coach maintains their perspective about mistaken behavior. They recognize that not every infraction warrants attention but identifies which one can be used as learning opportunities. It is the responsibility of the coach to guide children/youth in our programs.

**Acceptable guidance methods include but not limited to:**

- Planning ahead to prevent problems
- Setting clear, consistent and fair rules/limits-ensure their understanding the rationales
- Effective communication, such as active listening, discussion of fairness
- Redirection and anticipation of or elimination of potential problems
- Encouraging children/youth to talk about their feelings. Including competition issues, comparison or criticism
- Conflict resolution through conflict management
- Logical or natural consequences that are not harmful to the child/youth
- Temporarily removing a child/youth from a stressful situation if needed
- Temporarily letting a child/youth have their space, so they calm self and return to group when ready
- Limiting child/youth participation in some activities

## **COACHES SECTION**

**Coaches' Selection Process** – The main tool that is used to select volunteer coaches is the application process. All potential volunteers are asked to complete an application packet. This packet is reviewed by the Sports Directors. If applicant is selected, before they can actually coach, the sports department submits a local installation records check (IRC) and a criminal records check (DCII) that must pass through OSI, Security Forces, Family Advocacy, ADAPT, and the Housing office on base. In addition, all applicants must submit to a certification program under San Antonio Sports (our local affiliate) or The National Alliance for Youth Sports (our national affiliate).

**National Youth Sports Coaches Association (NYSCA) Certification Program** – JBSA Youth Sports & Fitness Programs requires that all volunteers who want to coach youth sports must complete the NYSCA certification course. This is done in an effort to properly prepare the coach for the responsibility they are about to undertake as well as to protect the child, the coach, and JBSA Youth Sports & Fitness Programs. A coach may receive this training in one of two ways. Attend a scheduled training session that will be given by certified administrators or clinician.

**NYSCA Certification Program Description** – The National Youth Sports Coaches Association is designed to “sensitize” volunteer coaches to their responsibilities when working with children in sports and hold them accountable to a strict CODE OF CONDUCT defined by the NYSCA Coaches' Code of Ethics Pledge. More than one million coaches have been certified worldwide



through more than 2,200 NYSCA chapters that exist among parks and recreation departments, Boys & Girls Clubs, YMCAs/ YWCAs, church recreation programs, PALs, Optimist Clubs, and military youth programs. The clinics feature information on the psychology of coaching children, maximizing athletic performance, first aid, nutrition, safety, organizing fun and interesting practices, how to teach fundamentals of the sport, plus many other important topics. Coaches who complete the program receive a variety of benefits.

## **NYSCA Member Benefits**

### **Stage: 1: Introduction to Coaching Youth Sports**

#### **Benefits include:**

- Interactive Clinic  
INTRODUCTION TO COACHING YOUTH SPORTS
- YOUTH SPORTS JOURNAL ( initial copy at clinic, three additional issues)
- \$1,000,000 Excess Liability Insurance
- Membership Card
- Coaches message board (via the internet at [www.nays.org](http://www.nays.org))
- 5% discount on books and videos for coaches from cybertown.net

## **Coaches' Code of Conduct**

**I will place the emotional and physical well-being of my players ahead of a personal desire to win.**

#### **Expected Behavior:**

- Using appropriate language in appropriate tones when interacting with players, league officials, game officials, parents and spectators.
- Including all players in team activities without regard to race, religion, color, sex, sexual orientation, body type, national origin, ancestry, disability, ability, or any other legally protected classification.
- Treating all players, league officials, game officials, parents and spectators with dignity and respect.
- Playing all players according to the equal participation rules established by the league and the spirit of those rules.
- Encouraging youth to participate in other sports and activities to promote all aspects of their development.
- Allowing reasonable absences from practice.

**I will treat each player as an individual, remembering the large range of emotional and physical development for the same age group.**

#### **Expected Behavior:**

- Recognizing the difference of each child and treating each player as an individual while demonstrating concern for their needs and wellbeing.
- Encouraging all players, regardless of skill level, to be included as a member of the team and to remain involved in sports.
- Recognizing that some physical tasks, drills and demands are not appropriate for all youth.
- Recognizing that youth may vary greatly in physical, social and emotional maturation and considering these factors when setting up competitions and when interacting with you.

**I will do my best to provide a safe playing situation for my players.**

**Expected Behavior:**

- Maintaining a high level of awareness of potentially unsafe conditions.
- Protecting players from sexual molestation, assault and physical or emotional abuse.
- Correcting or avoiding unsafe practice or playing conditions.
- Using appropriate safety equipment necessary to protect all players.
- Seeing that the players are provided with adequate adult supervision while under the coach's care.

**I will promise to review and practice the basic first aid principles needed to treat injuries of my players.**

**Expected Behavior:**

- Keeping basic first aid supplies available in all practice and game situations.
- Recognizing and administering proper first aid to an injured player.
- Demonstrating concern for an injured player, notifying parents and cooperating with medical authorities.
- Protecting the players' wellbeing by removing them from the activity when injured and not returning them to activity if they are compromised by injury.

**I will do my best to organize practices that are fun and challenging for all my players.**

**Expected Behaviors:**

- Establishing practice plans that are interesting, varied, productive, and aimed at improving all players' skills and individual abilities.
- Devoting appropriate time to the individual improvement of each player.
- Conducting practices of reasonable length and intensity appropriate for the age and conditioning of the players.

**I will lead by example in demonstrating fair play and sportsmanship to all my players.**

**Expected Behaviors:**

- Adopting the position, teaching and demonstrating that it is our basic moral code to treat others as we would like to be treated.
- Abiding by and supporting the rules of the game as well as the spirit of the rules.
- Providing an environment conducive to fair and equitable competition.
- Using the influential position of youth coach as an opportunity to promote, teach and expect sportsmanship and fair play.

**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 Fort Sam Houston youth sports events.**

- Being alcohol and drug free at all team activities or in the presence of players.
- Refraining from the use of any type of tobacco products at all team activities or in the presence of your players.
- Refraining from providing any type of alcohol, drug or tobacco products to any of your players.
- Encouraging parents to refrain from the public use of tobacco products or alcohol at team activities.

**I will be knowledgeable in the rules of each sport that I coach, and I will teach these rules to my players.**

**Expected Behavior:**

- Becoming knowledgeable, understanding and supportive of all applicable game rules, league rules, regulations, and policies.
- Teaching and requiring compliance of these rules among players.

**I will use those coaching technique appropriate for each of the skills that I teach.**

**Expected Behavior:**

- Teaching techniques that reduce the risk of injury to both the coach's own players and their opponents.
- Discouraging illegal contact or intentional play and administering swift and equitable discipline to players involved in such activity.

**I will remember that I am a youth sports coach, and that the game is for children and not adults. Expected Behavior:**

- Maintaining a positive, helpful and supportive attitude.
- Exercising your authority/influence to control the behavior of the fans and spectators.
- Exhibiting gracious acceptance of defeat or victory.
- Accepting and adhering to all league rules and policies related to the participation of adults and youth.
- Fulfilling the expected role of a youth coach to adopt a "children first" philosophy.
- Allowing and encouraging the players to listen, learn, and play hard within the rules.
- Placing the emphasis on fun and participation.

### **NYSCA Coaches' Code of Ethics Pledge**

- 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 the 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 coaches techniques appropriate for each 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.
- I hereby pledge to live up to my membership as an NYSCA coach by following the NYSCA coach by following the NYSCA Coaches' Code of Ethics.

## **Enforcement of the Code of Conduct**

JBSA Youth Programs, along with the National Youth Sports Coaches Association, is dedicated to raising the standard of service to youth in sports through the enforcement of this Code of Conduct among its membership.

This Code of Conduct defines the expectations for adults serving as coaches in youth sports and provides the tools to be used by the JBSA Youth Program, when necessary, to check behavior and to respond with resolve to protect all children from the psychological, physical or social abuses that can be perpetrated against them by youth sport coaches.

The youth center and the NYSCA firmly believe that for the sports experience to be positive, safe and a learning experience for youth, volunteer coaches must be trained and held accountable for their behavior when working with and around children. Every NYSCA member coach is required to sign and adhere to a Coaches' Code of Ethics Pledge. The Code of Conduct has been developed to help explain how each of the "canons" of the Code of Ethics should be manifested in the actions and behaviors of an NYSCA Certified Coach. It is the duty of the JBSA Youth Programs, as a NYSCA Chapter, to be responsible for certifying the coaches to respond to complaints lodged against an NYSCA member coach that has allegedly violated the Code of Ethics.

This is accomplished by initiating the "Complaint against a Coach Procedure" which is detailed on the following page. The purpose of this procedure is to hear complaints and determine what, if any, action should be taken toward correcting the member coach's behavior. In order to provide the JBSA Youth Programs the flexibility to take appropriate action when an NYSCA member coach is found to have violated the Coaches' Code of Ethics, a range of possible review committee actions has been developed to accompany the Code of Conduct.

Possible actions include:

1. Warning from the Youth Sports Staff and a verbal apology from the coach
2. Probation
3. One Game Suspension
4. Multiple Game Suspension
5. Season Suspension
6. Permanent Revocation of Certification

The specific response of the review committee may include terms and conditions supplementing one or more of the listed sanctions. When reviewing a complaint and deciding what action is the most appropriate in a given situation, the committee must take into consideration various extenuating circumstances.

**Factors that might suggest a more lenient sanction include:**

- First Offense
- Remorse
- Apparent Desire to Reform
- Other Good Coaching Attributes
- Dedication to Youth Sports

**Factors that might suggest a harsher sanction include:**

- Child Endangerment
- Violation of Law
- Prior Complaints/Review Action
- Lack of Remorse
- Numbers of Ethics Canons Violated
- Number of Expected Behaviors Violated
- Breach of Duties as a Role Model
- Extraordinarily Poor Judgment Around Children

**Complaint Against a Coach Procedures**

When JBSA Youth Programs receives a complaint about a member coach, the sports staff will:

1. Gather information and eyewitness accounts of the event(s) that took place from everyone involved to determine if a violation of the letter or intent of the Coaches' Code of Ethics Pledge has occurred. This may include the site supervisor, game officials, and other coaches, parents and children.
2. Require the member coach to attend a meeting to address the complaint and to offer his/her side of the incident.
3. The league administrator or chapter director has the authority to determine the severity of the situation and whether or not the affected coach has violated the expected behaviors outlined under each of the canons of the Code of Ethics Pledge that comprise the NYSCA Code of Conduct.

4. The league administrator or chapter director, after approval from the director of JBSA Youth Sports & Fitness Programs, has the authority to enforce the appropriate range of disciplinary actions outlined in the NYSCA Coaches' Code of Conduct. The league supervisor/chapter director will report to the NYSCA in brief, the nature of the complaint, the findings of the investigation, and the sanction applied to the member coach. This information will be logged in the member's file.
5. If the league administrator or chapter director decided to revoke a coach's certification, NYSCA Headquarters will notify the coach of the revocation and their right to appeal to the National Executive Board. The league supervisor/ chapter director will be sent a copy of correspondence. This information will also be logged in the member's file.

## **Child Abuse Prevention, Identification, and Reporting Procedures**

The first avenue of reporting suspected child abuse is through your chain of command. The chain of command for youth sports volunteers begins with the youth sports & fitness director. If they cannot not be contacted, the school age coordinator, or the youth activity director can be alerted as well.

- All staff members of the Family Member Programs Flight, including volunteers, are legally bound to report any suspicions of child abuse. This means that a report can be made in "good faith" without there being any evidence that child abuse has actually occurred.
- All suspicious must be reported immediately to the director, program coordinator, or supervisor on duty
- Child abuse reporting is an important part of your position as a youth sports volunteer. All accusations must be kept confidential between the person reporting and the person accepting the report. Discussions between coaches or parents create problems during the investigation process and are not in the best interest of the parents, child, or the accused. DISCIPLINARY action to include removal from coaching duties may result from any intentional negligence or inappropriate discussions by volunteers after a report has been made.

## **Child Abuse Prevention Tips**

It has been well documented that youth sports has become one of the primary settings for drawing individuals who prey on innocent children. To that end, here are some tips that can help prevent the maltreatment of children under our care:

**Physical signs on the child (Please note that physical abuse is generally easier to identify than other forms of abuse because the signs are often visible;) nevertheless, it is important to clarify the differences between injuries that can result from normal youth activities and those that are the result of abuse:**

**Physical abuse:**

- Bruises of different colors or that are shaped like an instrument, scratches, cuts scalds and burns, lacerations, fractures or unexplained broken bones

**Neglect:**

- Malnutrition as a result of not enough food which could indicate neglect, and
- An excessively dirty and unkempt child, skin infections, nappy rashes, and poor hygiene, and has chronic hunger
- Inappropriate clothing for the season or weather conditions
- Inattention to medical or dental needs
- Developmental disorders ( the youth is extremely small for his or her age, has language delays, or is emotionally immature)

**Behavior signs:**

- Aggression which may have been learned from parents or may be an expression of anger towards an adult who is a “safer” target;
- Withdrawal. A physical abused child may show physical withdrawal or flinching when approached by adults, especially if reprimanded or shown affection.

**Sexual Abuse:**

- Difficulty walking
- Torn, stained, or bloody underwear, pain or constantly scratching genital area
- Understands more about sex than is developmentally appropriate for his or her age
- Is reluctant to be left alone with a particular person
- Engages in persistent and inappropriate sex play with teammates
- Is afraid of being touched

**Please note that there are other forms of abuse that are harder to detect such as emotional abuse that could include verbal, ignoring, and corrupting a child’s thought patterns. In addition, the above-mentioned forms of child abuse are not exhaustive. Therefore, for more specific information in regard to child maltreatment please contact your youth programs staff.**

**How would you know if a child is being abused?**

**Family signs:**

- Terrorizing children and threats of consequences for a particular behavior by a child;

- Inappropriate discipline, with regard to severity or frequency
- Humiliation (i.e., “you should have been able to kick that ball dummy”.)

**If you suspect a child is being abused, report it to the police and the local Child Protection Unit, or to a social worker at one of the child and family welfare agencies.**

**You can also contact the Department of Defense Child Abuse and Safety Violation Hotline at 877-790-1197.**

### **Basic First Aid for Coaches**

- Stretching the muscles related to the activity is very important. For example, if a child is pitching, he should concentrate on stretching his arm and back muscles. If a child is catching, the focus should be on the legs and back.
- A good warm up is just as important as stretching. A warm-up can involve light calisthenics or a short jog. This helps raise the core body temperature and prepares all the body’s muscles for physical activity.
- Children should not be encouraged to “play through pain.” Pain is a warning sign of injury. Ignoring it can lead to greater injury.
- Swelling with pain and limitation of motion are two signs that are especially significant in children - don’t ignore them. They may mean the child has a more serious injury than initially suspected.
- Rest is by far the most powerful therapy in youth sports injuries. Nothing helps an injury heal faster than rest.
- Children who play on more than one team are especially at risk for overuse injuries. Overuse injuries are caused by repetitive stress put on the same part of the body over and over again.
- Injuries that look like sprains in adults can be fractures in children. Children are more susceptible to fractures, because their bones are still growing.
- Children’s growth spurts can make for increased risk of injury. A particularly sensitive area in a child’s body during a growth spurt is the growth plate – the area of growth in the bone. Growth plates are weak spots in a child’s body and can be the source of injury if the child is pushed beyond his limit athletically.
- Ice is a universal first-aid treatment for minor sports injuries. Regular ice packs – not chemical packs—should be available at all games and practices. Ice controls the pain and swelling caused by common injuries such as sprains, strains and contusions.
- All coaches’ first aid kits should include bandages, scissors, disposable gloves, thermometers, nontoxic cold packs, sterile gauze, athletic tape, tweezers and anti-bacterial soap.

### **Emergency Plan Procedures**



Staff, volunteers, contactors, and coaches have specific responsibilities related to the safety and welfare of children in Youth Programs. Everyone involved in your program should be familiar with these precautions. Please review them carefully.

1. In the event of an emergency or accident the following steps should be taken;
2. Assess the situation. Remain calm and focused regardless of how serious the injury may be.
3. Administer first aid only if you are qualified.
4. Keep an adult with the injured person at all times. Keep people away from the injured person.
5. American Red Cross (or an equivalent program) first aid procedures must be followed. Bleeding should be stopped and the wounds should be dressed with sterile bandages before players are allowed to return to play. Staff and volunteers should handle blood and body fluids according to the procedures outlined in the National Health and Safety Performance Standards:
6. Guidelines for Out-of-Home Child Care Programs. Staff or volunteers must wash hands with soap and water immediately after exposure to blood or body fluids following procedures recommended by the Centers for Disease Control guidelines. A portable first aid kit provided by the youth center must be available to support each team. The kit will contain adhesive bandages, sterile gauze, tape, liquid soap, disposable rubber or plastic gloves, zip-lock bags, small scissors, chemical cold packs, tweezers, and CPR mouthpiece with barrier. The requirement for chemical ice packs can be deleted when ice is available on site.
7. Some conditions require immediate professional medical attention. Request emergency assistance if any of the following symptoms is observed.
  - a. Convulsion
  - a. Unconsciousness
  - b. Marked difficulty in breathing
  - c. Ingestion of any potentially toxic substance
8. In case of an accident requiring professional medical assistance call, (You must know where the nearest telephone is located or have a working cell phone.)
  - a. 911 from a JBSA phone line
  - b. 221-2222 on a cell to reach Fort Sam Houston EMS
  - c. Any other pre-determined emergency number
  - d. Poison Control is 1-800-222-1222
9. When calling emergency services provide the dispatcher with the following information:
  - a. Your name and position with the program
  - b. The exact location of the injured person, include street, entry gate, building number and/or the best access to the scene

- c. The victims' age and description of the injury or emergency
  - d. Any important information on the circumstances surrounding the emergency
  - e. Stay on the line until you are directed, by the dispatcher, to hang up
10. Designate a person to meet the emergency vehicle and direct it to the injured person.
  11. AF Form 1187, *Youth Flight Accident Report*, is completed for any injury or accidents in the program. Injuries are recorded on AF Form 1023, *Youth Flight Record of Injuries*, within 24 hours of when they occur. Families are contacted immediately in the event of an emergency.
  12. The Youth Director must report accidents that result in death or hospitalization of a child within 24 hours of the event to the Major Command, Headquarters Air Force Services Agency and HQ USAF 502<sup>nd</sup> Force Support Squadron.

### **Import Reminders:**

1. At no time should you offer a diagnosis or express a personal opinion as to the nature or extent of the injury.
2. Each participant must have current emergency numbers and medical information recorded for the staff, volunteer, contractor or coach's access anytime you are responsible for a Youth Program.
3. Ensure the First Aid Kits are fully stocked, including cold pack or ice pack, at the start of each Youth Program.

## **PARTICIPANTS SECTION**

### **Player's Responsibilities and Expectations**

Participation in youth sports programs can have a lasting and meaningful effect on children's lives. Therefore, it is the goal of JBSA Youth Programs to provide the highest quality of athletic and nontraditional fitness programs to ensure that a child's experience with sports is a positive one. It takes the cooperation of everyone involved, including the participant, to make this happen. Therefore, youth center has established the following responsibilities for participants to adhere to.

Players will listen to their coaches and respectful of their elders.

- Players will take care of the facilities, equipment, and uniforms that are issued by JBSA Youth Programs.
- Players will make sure to eat the right foods and drink plenty of water before and after practices and games.
- Players will avoid all types of taunting and belittling remarks to their teammates or opponents.
- Players will show good sportsmanship at all times, win or lose.

- Players will not make sports a priority over schoolwork or family.
- Players will refrain from horseplay and all other dangerous activities, in which they may become hurt.
- Players will participate for the love of the game and competition and not to win at all costs.

## Players Code of Ethics

**I hereby pledge to be positive about my youth sports experience 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 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's important to me.
- I will do my best in school.
- I will remember that a sport is an opportunity to learn and have fun.

## Corrective Action Policy

Players who fail to adhere to the Code of Conduct or do not live up their responsibilities or expectations will be subject to disciplinary action. The youth center does not want one child to spoil the experience of youth sports for the other children in the programs. Therefore the JBSA Youth Programs has instituted a Corrective Action Policy to establish appropriate consequences for inappropriate behavior.

For violations of the Code of Conduct or Expectations, the following steps will be followed:

Step 1 – Verbal Warning –

- Coach will discuss undesirable conduct with player and parents and stress that this behavior will not be tolerated.

Step 2 – Period Suspension –

- Coach will bench the offending player for 1 period of time during a game when he/she should be playing. Coach will inform League Supervisor of the problem and why the child is sitting out 1 game period.

### Step 3 – Game Suspension –

- Coach will bench the offending player for 1 entire game when he/she should be playing. Coach will inform League Supervisor of the 3<sup>rd</sup> offense at which time the player and the parent(s) must attend a meeting with the Coach and League Supervisor before the player is allowed to resume playing. The player will be warned that the next offense will result in his/her expulsion from the league.

### Step 4 – League Expulsion –

- The participant on the 4<sup>th</sup> offense will be expelled from the league and no refund will be given. The parent will then have to make a formal request to be reinstated into this league. The child and parent (s) will then have to meet with the JBSA Youth Sports Director prior to the start of the season to determine if the child is capable of playing within the guidelines of this program.

These guidelines are not absolute in dealing with behavioral problems. Severe situations could merit harsher sanctions against the participant.

## **PARENTS SECTION**

### **Parents’ Responsibilities and Expectations –**

In order for a program to be truly successful, it takes the cooperation of everyone involved: players, coaches, officials, league administrator and especially parents, Parents have the following responsibilities and expectations when participating in JBSA Youth Sports Program:

#### **Parents have a responsibility to their children –**

To make sure that your child gets the most out of his or her playing experience, parents should show their unwavering support, including positive reinforcement of your child’s performance and effort. This is absolutely essential, especial at an early age, to ensure their healthy development. Parents should also be positive role models, including, but not limited to, showing proper sportsmanship at all times and refraining from negativity of any kind.

#### **Parents have a responsibility to the coaches –**

Coaches volunteer their personal time to spend it with your child. They need you to be supportive of their decisions and not undermine their efforts. If you don’t agree with a coach, you are expected to tell that coach, but make certain it is done at the right time and place and not in front of the children. Parents are also expected to drop off and pick up their children on time for games and practice, and it is highly encouraged for parents to stay and participate in order to maintain control of the group and to assist the coach as needed.

### **Parents have a responsibility to the league –**

League administrators cannot be at all games and practices of all teams. Therefore, in order to maintain the protective shell around these programs, it is essential for parents to report abusive behavior or any other situation that needs to be addressed to the league administrator. This is the only way that these programs can achieve their intended goals.

### **Parents have a responsibility to other parents –**

Personal gain and satisfaction should not be derived from your child's performance. Competition and taunting between parents is never acceptable, and no parent should ever feel embarrassed or disappointed by their team or child's performance. Good plays should always be cheered, and disappointments should always be consoled, no matter whose team it affects.

### **Parents have a responsibility to themselves –**

It is your responsibility to enjoy watching your child and other children participate and learn. The joy and pride associated with watching children participate in sports should be experienced to the fullest, because lifetimes of memories are being created before your very eyes.

## **- Sportsmanship –**

In early December, former Senator George Mitchell released the results of his study about steroid use in Major League Baseball. In his report, he released the names of over 80 current and former Major League players who he believed had either used or were using steroids or human growth hormone as a way to enhance their performance on the field. Many of the players accused in the report are well known and have had a long history of success.

Early in the NFL season, during a game between the New York Jets and the New England Patriots the Patriots were accused of videotaping the Jets sidelines during the game in attempt to steal the Jets defensive signals. The Patriots are in the midst of an undefeated season, something that has not happened since the 1973 Miami Dolphins.

Unfortunately, almost every summer we hear about cyclists riding in the Tour de France who test positive for performance enhancing drugs that are banned by the sport. Earlier this fall, Olympic sprinter Marion Jones gave up her five Olympic medals after admitting she had used performance enhancing drugs during the 2000 Summer Olympic.

## **SPORTS & YOUR CHILD**

Whether on a court, in a pool, on a field or in the gym, more American children than ever are competing in sports. Sports help boys and girls keep their bodies fit and helps them feel good about themselves. However, there are some important issues that parents need to be aware of.

The following are answers to common questions parents have about sports and their children:

**Q: At what age should my child get started in sports?**

A: Before school age, children should stay physically active and healthy through unstructured “free play”. For preschool-aged children, sports classes that emphasis fun is a great way to introduce athletics without competition. Older children are ready for organized sports leagues when they are about 6 years of age. This is when they can follow simple directions and understand the concept of teamwork; but, bear in mind, that young school-age children have a short attention span, therefore practices should be short, repetitive in nature, and should keep children moving.

**Q: Should boys and girls play in sports together?**

A: Until puberty, boys and girls can play sport together because they are usually about the same size and weight. After puberty, most boys are stronger and bigger than most girls. At that point boys and girls should no longer compete against each other in most sports. However, if there are no girl teams in a certain sport, girls should be allowed a spot on the boy’s team (In fact in most states this is the Law)

**Q: What are the risks of injuries?**

A: All sports have a risk of injury; some more than others. In general, the more contact in a sport the greater the risk of injury.

Most sports injuries involve the soft tissue of the body, not the bones. Only about 5% of sports injuries involve broken bones. However, the areas where bones grow in children are at more risk during the rapid growth period during puberty.

The main types of injuries in sports are sprains (injuries to ligaments) and strains (injuries to muscles)> Many injuries are caused by overuse (such as when a youth pitches too many innings)

**Q: How is the risk of injuries reduced?**

- Children need to wear the right gear
- Increase flexibility by stretching before games (for youth, stretching that involves movement is better than adult stretching (Static stretching)
- Strengthen muscles by participating in a conditioning program
- Take breaks
- Play safe
- Stop workouts if there is pain
- Avoid heat injuries by drinking plenty of water before and after practices and games.

**Q: What if my child wants to quit?**

**A:** Sometimes a child will lose interest in playing a sport, find another sport more interesting, or follow their friends to a new activity. If your child still wants to quit, get as much information as you can and talk to your child about the reason he/she wants to quit. They may have simple reasons such as a fear, not getting along with the coach or other teammates, or not enough playing time. Or perhaps the sport is not what your child expected.

**Q: Should bad grades keep a child from playing sports?**

**A:** In most cases the answer is no. A child having trouble in school still needs the benefits of exercise, completion, and a sense of accomplishment. Sports may be the only place a child feels successful and it could be harmful to take away that sense of achievement. If your child is not doing well in school, there may be other factors involved that need to be explored such as job conflicts, watching too much TV and not study time. Perhaps your child is having some conflict issues with some of the teachers or students in his/her school.

**All previous information is from the American Academy**

**Parents Code of Ethic**

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

- 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 a personal desire to win.
- I will insist that my child play in a safe and healthy environment.
- 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 of drugs, tobacco and alcohol and will refrain from their use at all youth sports event.
- I will remember that the game is for youth – not adults.
- I will do my very best to make youth sport 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 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 read the NYSCA National Standards for Youth Sports and do what I can to help all youth sports organizations implement and enforce them.

### **Corrective Action Policy**

Parents who do not follow the code of ethics will be subject to a Corrective Action Policy. It is the philosophy of JBSA Youth Programs that parents should not spoil the experience of participation in youth sports for the children. Furthermore, the youth sports program will never punish a child for the actions of his or her parent(s). Therefore, the following guidelines have been established for addressing problem parents.

For violation of the Code of Ethics or Responsibilities and Expectations, the following steps will be followed:

***Step 1 – Verbal Warning -***

- Coach will discuss undesirable conduct with parents and stress that this behavior will not be tolerated. Coach will document this conversation and give to league administrator.

***Step 2 – Written Warning –***



- Coach or official will notify the Sports Directors of continued breach of Code of Ethics and league will bring parent (s) in for a meeting to discuss actions and what the proper behavior is. Furthermore, there will be a formal letter of reprimand given to parent (s) stating that the next offense will lead to parent being banned from the spring event venue for a period of 1 game.

***Step 3 – Game Suspension –***

- League will ban the parent from attending the next scheduled contest and another letter will be given to parent (s) stating that the next offense will lead to parent being banned from all future contests.

***Step 4 – Season Suspension –***

- The parent (s) will be banned from attending all league contest after a 4<sup>th</sup> offense. The parent (s) will then have to make a formal request to be re-instated into this league. The parent (s) will then have to meet with the League Administrators and the Director of JBSA Youth Sports & Fitness Programs prior to the start of the season to determine if the parent (s) is capable of behaving within the spirit and letter of the guidelines of this program.

These guidelines are not absolute in dealing with behavioral problems. Severe situations could merit harsher sanctions against the parent (s).

**GENERAL RULES AND BY-LAWS**

**NOTE:** We must realize that these are children we are working with and the program is for them. Winning at all costs is not acceptable. Whenever there is a conflict, we will follow the Philosophy of JBSA Youth Sports & Fitness to guide our actions.

1. All players must be registered JBSA Youth Programs in order to participate in practices or games.
2. Rosters are limited to a maximum of ten players.
3. Footwear: Players **must** wear sneakers and socks. **NO DECK SHOES, STREET SHOES, ETC.** This rule has been established for the safety of all players.
4. Eyeglasses must be secured with a head strap or should be athletically approved with non-shattering glass (safety glasses).
5. Jewelry: Absolutely no jewelry may be worn during games. This includes post earrings.

6. Protective pads (knee and elbow) are permitted and encouraged. The league strongly recommends that players wear mouthpieces.
7. Athletic supporters are recommended.
8. The referee shall not permit any player to wear equipment, which, in his/her judgment, is dangerous or confusing to other players. This includes, but is not limited to; casts, braces, and head decorations.
9. A maximum of two (2) practices per week are allowed prior to the start of each season. Once the season begins, each team will practice one a week. Coaches need to check with the sports staff for the required amount of time teams can practice based on the age of each child enrolled.
10. **MUST PLAY RULE: Every player must play at least half of the game.**
  - \*Any team found having players not playing the required time will result in forfeiture of the game. Coaches must make sure substitutions are properly entered into the game. Name of player and time entering and leaving the game is mandatory.**
  
  - \*The only exception to the must Play Rule is for disciplinary actions, injuries, or sickness that may occur during games. Should a player consistently miss practice without an acceptable reason, a coach may bypass the Must Play rule for one game. However, parents must be told up front by the coach before the season begins if this rule will be observed during the season. In addition, the Youth Sports Staff must have prior notification of this decision. Children who have an excused absence must play the same required amount of time as all other children on the team.**
  - \* Coaches must also inform the official scorekeeper of any players not playing for unexcused absences. Before the game, coaches are encouraged to talk to one another to clarify any decision they have reduce the playing time to any of their players. This should result in the coaches understanding why certain players may not be playing the required time, reducing any potential conflict.**

## **CONDUCT AND SPORTSMANSHIP**

Any player who receives a technical foul or a flagrant will automatically have to sit for three minutes before returning to the game. If a second technical is called, the player is out of the game. Coaches who personally acquire two technical fouls during a game must leave the facility. Refusal will result in forfeiture.

Fighting will result in an automatic ejection from field of play. In addition, anyone ejected for fighting will automatically be suspended for the very next game. This means that upon ejection

for fighting, that person must leave the premises immediately. During the following game, when the person in question is serving their suspension, they will not be allowed on the premises.

**Note:** any person involved in an altercation, whether guilty or not, will be ejected. This is standard league policy. NO EXCEPTIONS! League staff may decide whether or not an individual is suspended for the next game.

Unsportsmanlike conduct by a team parent or fan will not be tolerated. If after one warning, the behavior persists, a bench technical will be assessed. If a parent or fan receives a second technical, he/she will be required to leave the facility. Refusal will result in forfeiture.

The official are sole judges on the court. They have complete authority over the game itself, the player's coaches, and spectators. Their decisions are final and are backed by the League Administrator.

Rough play, profanity, or abuse of officials may result in immediate ejection and/or forfeiture of the game, based on referee's judgment. Only the coach may hold discussion on calls with the referees. He must call a time-out order to do so.