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Chapter 1: Introduction

This Navy Youth Sports and Fitness (YSF) Operating Manual (OM) is designed to assist all Navy Child and Youth Programs by standardizing opportunities for youth participation in sports and fitness activities on-base or in close proximity to where Navy families live off-base. This initiative is extremely important. YSF programming helps Navy families balance the demands of family life and military readiness by providing opportunities for youth to engage in rewarding physical activity and by exposing youth to positive lifestyle behaviors. Standardizing the opportunities for youth participation in a variety of sports, fitness, health, and recreational activities throughout Navy installations allows military families to effectively and efficiently use available resources. In addition, the Child and Youth Program (CYP) provides consistency that may buffer against potential adverse impacts often experienced by Navy families as they frequently relocate.

CYPs are required to implement the standards found in this manual. On some installations, the Navy YSF Programs fall under Morale, Welfare, and Recreation (MWR). In these cases, CYPs will need to collaborate with and inform MWR of the requirements found in this document. This ensures that all youth participating in Navy YSF Programs receive the same quality experience, regardless of the delivery provider. Additionally, most Navy installations are located in communities that have established Youth Sports and Fitness programs. In many cases, collaborating with these community-based Youth Sports and Fitness programs will confirm that the requirements outlined in the Navy YSF OM are met. The Navy YSF Program is designed to ensure Navy families have access to quality, affordable Youth Sports and Fitness activities.

1. Background

In the face of the childhood obesity epidemic, common sedentary behaviors among youth and teens have been scrutinized. The increased prevalence of obesity among children and youth has led the federal government to initiate programs like the Let’s Move! Campaign. In addition, the Physical Activity Guidelines for Americans, presented by the United States Department of Health and Human Services (USDHHS), was updated in 2008 and provides evidence-informed recommendations for individuals in kindergarten through adulthood. These recommendations may encourage Americans to improve their overall health by increasing their physical activity and decreasing their sedentary behaviors. These guidelines reflect the most up-to-date research about youth physical activity and the associated health benefits. Children and adolescents should participate in a variety of enjoyable, age-appropriate, physical activities for a minimum of 60 minutes each day. Navy YSF Programs that provide consistent access to a variety of sports and fitness activities encourage children to achieve physical, psychological, and behavioral health benefits, which may include:

- Developing positive personal, social, and psychological skills (e.g., self-worth, teamwork, self-esteem, and goal-setting);
- Acquiring physical skills and enhancing fitness levels;
Reducing possible future health problems due to inactivity and mitigating childhood obesity;

Learning positive lifestyle behaviors and increasing the likelihood of continued participation in physical activities and healthy lifestyles during adult years;

Understanding rules and strategies related to specific sports and activities;

Forming a respect for fair competition and for winning and losing; and

Interacting with positive adult role models as well as other children and youth, parents, volunteer leaders, and program staff.

Below are additional examples of how consistent, high-quality Navy YSF Programs may benefit Navy families and reasons why these Programs are extremely important.

Parents and other adults may receive benefits from these opportunities put forth by the Navy YSF Program. They have opportunities to participate in the lives of their children and to socialize with other parents. Parents of children who played organized sports such as soccer, baseball, softball, and basketball reported that involvement in their child’s sports experience improved their own social abilities, communications with their spouse, and time management skills. Further, all adults can contribute to the Navy and local communities in which they reside by serving as volunteer coaches or officials.

During family relocations, school and friends will change but having consistent opportunities to participate in sports and fitness activities can offer benefits such as making new friends and reducing psychological and emotional stress.

Meeting the physical activity guidelines during childhood, as indicated by the American Heart Association and the USDHHS, offers substantial health benefits as well as protective factors against the onset of disease during adulthood. In addition, year-round Navy YSF programming is particularly important as fewer opportunities for physical education programs in schools abound. According to the Centers for Disease Control Youth Risk Behavior Survey conducted in 2009, nearly half of all children and youth are not participating in the recommended amounts of physical activity in a structured setting or in their free time.

Finally, approximately 25-35 percent of military youth will enlist in a branch of the Military as adults. Evidence supports that active children are more likely than inactive children to become active adults, and overweight/obese children, compared to normal weight children, are more likely to become obese.

DID YOU KNOW?

Physical INACTIVITY during childhood is related to adult obesity and an increased risk for several negative health outcomes.

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5 Department of Defense, Youth Polls, (2010).
adults. In fact, research findings demonstrate that approximately 80 percent of children who were overweight at 10 to 15 years of age were obese adults by age 25. Raising healthy and fit Navy children to become healthy and fit adults is essential to building a strong Navy.

This evidence presents a clear rationale for providing Navy children, youth, and their families with the opportunity to be physically active, regardless of location, through consistent, high-quality Navy YSF programming.

2. Guiding Principles

The guiding principles listed below were used during the development of the Navy YSF Program. These principles provide the foundation for programming as the Navy implements high-quality activities and services that are predictable, comprehensive, and affordable to Navy families.

- Military families deserve access to high-quality Navy YSF programming. Participation in Youth Sports and Fitness activities provides opportunities for youth and their families to reduce stress and anxiety, and increase predictability of daily routines. Consistent Navy YSF Program opportunities create stability for families and youth as Navy families often face uncertain situations and frequent moves.

- Program requirements should support the developmental levels and differing abilities of all children. The goal of Navy YSF Programs is to ensure that children feel successful while participating in activities that they may enjoy for a lifetime.

- The National Alliance for Youth Sports (NAYS) National Standards of Youth Sports (See Chapter 5) provides a foundation for a quality YSF Program. These nationally recognized standards have been adopted through a formal partnership agreement between Commander Navy Installations Command (CNIC) and NAYS and are requirements for Navy YSF Programs. Although the standards focus on organized youth sports opportunities, the philosophies, ethics, and beliefs embedded in the standards are applicable to a variety of sports and fitness activities and programs.

- Guidance and mentorship by competent leaders are critical components in providing a safe and fun environment where children and youth can engage in healthy lifestyle activities.

3. Navy YSF Vision/Mission

Enhancing sports and physical activity programming to improve the health of Navy youth and their families is a focal point of the CNIC CYP Strategic Plan. This OM is part of Navy CYP’s plan to define, standardize, and enrich existing Navy YSF Programs by making consistent, safe, fun, and developmentally-appropriate programming a forefront of the CYP Mission. In order to develop a program based on current research and designed to meet the needs of today’s youth, the Navy CYP partnered with researchers at The Pennsylvania State University (PSU) to develop this Navy YSF OM.

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Traditionally, team sports have dominated as the foundation of Navy YSF Programs. With the intention of expanding this limited focus, Navy YSF Programs should serve children, youth, and families through a variety of programming opportunities – on and off the installation. The Navy YSF Core Service Areas ensure that the physical, cognitive, social, and emotional needs of children and youth are addressed and provide a framework for describing the types of programs that are necessary and must be available. Combining regular physical activity with healthy eating behaviors is the key to a healthy lifestyle. Healthy lifelong habits may be instilled in youth by providing safe opportunities for participation in a variety of fun, developmentally-appropriate physical activities and health and nutrition programs.

Navy YSF environments vary across installations. For example, some installations conduct large-scale, comprehensive Navy YSF Programs; other installations may partner with off-base, private-sector sports and fitness programs and organizations to provide more opportunities to Navy youth. Because all Navy YSF Programs offer programming within these five Core Service Areas, participants will experience continuity and familiarity, and all Navy families, regardless of location, will recognize the vision of the Navy YSF Program.

Navy YSF Program Mission Statement

The Navy YSF Program will be regarded as the primary provider of nationally recognized, high-quality Youth Sports and Fitness services for military families, and the Navy YSF Program will be acknowledged as a leading sports and fitness organization in terms of administration, development, participation, performance, and profile.

Navy YSF Programs will encourage youth participation in sports and fitness activities by providing opportunities for fun and age-appropriate programming (ages 3 to 18 years). This programming will appropriately support the developmental level of children and help all children and youth to feel successful and find physical activities that they can enjoy throughout their lifetimes. The YSF Program will create a relaxed and enjoyable climate of mutual respect, understanding, equity, and diversity of programs and services, which will assist military personnel in balancing the competing demands of family life and contributing to mission accomplishment.

The Navy YSF Program will strive to instill the ideals of good sportsmanship, honesty, loyalty, and a sense of teamwork so that children, youth, and teens will become strong, healthy, well-adjusted, and contributing members of society. The YSF Program will work in partnership with parents, volunteers, and community organizations to provide a full range of fitness and sports activities.
4. Navy YSF Program Roles & Responsibilities

The Navy YSF Program has been designed to enhance the fitness and health components of all CY Programs. To better understand the vision and mission of the Navy YSF Program, the requirements within the Core Service Areas are entrenched throughout the CYP delivery system. Activities focused on motor skill development and nutrition have always been important aspects of the CYP, and now the Navy YSF Program ensures that the same high-quality programs are present and active at all installations.

All members of the CYP team play an integral role in the delivery of the Navy YSF Program. CYP Professionals in the Child Development Center (CDC), School-Age Care (SAC), Recreational School Age Programs, and Teen Programs will provide opportunities for youth to be physically active throughout the day by administering activities such as those associated with Boys & Girls Clubs of America (BGCA) Triple Play, NAYS Start Smart Program, and through 4-H nutrition curricula. Supporting the Navy family through all aspects of developmental programming and services is at the heart of the Navy CYP Mission. As children of Navy families grow into healthy active youth, the CYP Mission will be accomplished with the assistance of a knowledgeable and dedicated CYP Team.

Throughout this OM, the duties of the Youth Fitness (YF) Coordinator are discussed. Some installations are authorized to have a dedicated YF Coordinator position, while at other installations the YF Coordinator duties are combined with other positions (e.g., Teen Coordinator). As part of the implementation of the Navy YSF Program, an assessment will be completed for each installation to identify labor and non-labor resource requirements. The YF Coordinator may be assigned to: (1) one installation; (2) multiple installations; or (3) serve as the Coordinator for the entire region. In all cases, the program size and scope, patron demographics, geographic, and other considerations will be used to determine the requirements for administering the program. At installations with a small child and youth population, the YF Coordinator duties may be combined with those of the Teen Coordinator.

The YF Coordinator, with the assistance of other CYP Professionals (i.e., CDC Director, Youth Director, Teen Coordinator, etc.), will develop and implement a comprehensive YSF Program, which is continually focused on program quality, consistency, availability, and affordability for Navy families. The YF Coordinator will ensure that the physical, cognitive, social, and emotional needs of children and youth ages 3 through 18 will be addressed, and he or she will provide a framework for depicting the types of programs that are necessary and must be available. The YF Coordinator will also collaborate with other on-base organizations and utilize nationally recognized partners such as the NAYS, BCGA, and 4-H. Where needed, the YF Coordinator will establish partnerships with off-base, private sector youth, sports, and fitness programs to ensure that all Navy YSF Programs offer high-quality core activities and participants experience continuity in and familiarity with YSF activities regardless of location.

5. Navy Partnerships

Partnerships are a critical factor in meeting the requirements of the Navy YSF Program. Fortunately, several quality organizations, on and off the installations, can assist in meeting the Navy YSF Program standards.

National Partnerships. A number of national partnerships have been developed with nationally recognized youth-supporting organizations and have provided curriculum, resources, and programs that strengthen Navy YSF programming. These partnerships were developed through formal agreements that
have been established at the CNIC headquarters level to support installations. The following are formal nationally recognized Navy partners.

- **National Alliance for Youth Sports (NAYS) ([www.nays.org](http://www.nays.org))**
  NAYS has a history of partnering with military programs. Through the Navy’s partnership with NAYS, programs benefit from a broad range of training and orientation programs, tools, support, and materials. NAYS is a non-profit 501(c)(3) organization that seeks to make the youth sports experience safe, fun, and healthy for all children; and promotes the value and importance of sports and physical activities in the emotional, physical, social, and mental development of youth. The Alliance considers that participation in sports and fitness activities develops important character traits and lifelong values. In addition, NAYS believes youth can be positively impacted by participation in sports and physical activities if the adults involved have participated in proper training and have received accurate information. The NAYS partnership information is expanded in Chapter 5.

- **Boys & Girls Clubs of America (BGCA) ([www.bgca.org](http://www.bgca.org))**
  The BGCA has partnered with the Navy to provide youth development programs and activities for children of military personnel. These programs and activities offer families vital support. Today, every Navy CYP Program is a BGCA-affiliated Club. This means that Navy children receive the same programs and curriculum that members of traditional BGCA Clubs receive.

- **4-H ([www.4-h.org](http://www.4-h.org))**
  The 4-H partnership links resources of the Land Grant University Extension System in the advancement of positive youth development experiences. To assist CYP staff in the development of these clubs worldwide, 4-H Program staff supports the Navy YSF Program through on-site training, technical assistance, and local programming.

**Local Partnerships.** Collaborating with on-base and off-base Youth Sports and Fitness programs and organizations is critical when offering a full range of opportunities. Although not typically viewed as a “partner,” the local MWR Program is the most highly utilized partnership available to the YSF Program. MWR provides staffing support, program assistance, and/or use of facilities (e.g., fitness center, bowling center, golf course, and outdoor recreation). Successful YSF Programs will typically have a large MWR support component; therefore, maintaining positive communication with MWR regarding the YSF Program standards and Core Service Area requirements is essential.

YSF programs should always explore the local MWR resources when developing service offerings; however, a large contingent of eligible patrons may live off base, which may make the on-base MWR Program geographically unsuitable. When on-base services are unavailable, off-base resources should be developed.

Local, off-base partnerships can be developed with varying youth service organizations, leagues, and other related recreation and leisure associations to establish Navy youth participation. Some of these local partnerships may include:

- Local City Park and Recreation Organizations;
- City and County Recreational Programs;
- Local volunteer sports organizations; and
- YMCA.
The Navy YSF Program shall utilize programs and activities currently offered within the off-base community. In many cases, Navy family members living off base may already be utilizing these services. In addition, YSF partnerships may include volunteer work, activities, or outright donations of service. In these instances, one would expect that no volunteer or donor recognition or acknowledgment would be expected or required. However, in some cases commercial sponsorship agreements or contracts may be more appropriate in helping to meet the YSF Core Service Area requirements. Details on the different types of partnerships and how to develop these relationships are discussed in more detail in Chapters 4 and 5.


The Navy YSF OM outlines the requirements of all Navy YSF Programs. This OM shall be used as a reference tool for CYP and MWR professionals who manage Navy YSF programming. Additionally, as discussed throughout the OM, a comprehensive training program has been developed to support the implementation of the Navy YSF Program.

Administrators of Navy CYP and professionals supporting the program must adhere to the policies and regulations in this OM. In addition, Navy YSF Programs must utilize the policy guidance in the OPNAV 1700.9E Series, the Navy CYP Management Standards, and all relative Navy policy. The following outlines the chapters in the Navy YSF OM and provides a brief description of each.

- **Chapter 2: Enrollment Requirements**
  When enrolling youth in the Navy YSF Program, CYP Professionals are required to adhere to several requirements, including eligibility and proof of age, registration procedures, and inclusion. Each is described in this chapter.

- **Chapter 3: Core Service Area Requirements**
  All Navy YSF Programs must implement the program requirements within each Core Service Area: (1) Sports; (2) Fitness; (3) Health & Nutrition; (4) Outdoor Recreation; and (5) Motor Skill Development. This chapter explains the Core Service Areas in detail and is a reference tool for those responsible for administering programs.

- **Chapter 4: YSF Program Implementation**
  To successfully implement the Navy YSF Program and meet the requirements addressed in this Operating Manual, the baseline Core Service Area activities must meet three factors: (1) the activity must be affordable; (2) the activity must meet the quality standards identified in this OM; and (3) the activity must be available to the family. This chapter explains strategies for successful implementation.

- **Chapter 5: NAYS Partnerships**
  The National Alliance for Youth Sports has a history of partnering with military programs. Through the Navy’s partnership with NAYS, programs benefit from a broad range of training and orientation programs, tools, support, and materials. The goal of NAYS is to make sports and activities safe and positive by providing programs and services that add value to youth sports. In this chapter, the NAYS National Standards are defined, and there is guidance around how the Navy YSF Program meets and exceeds these standards.

- **Chapter 6: Parent Relations**
  Parent involvement is an integral element of success for Navy YSF Programs. Parents should be viewed as partners, and efforts should be made to maximize opportunities for parent participation in all facets
of Navy YSF Programs. This chapter outlines ways to involve parents and ensure they are educated about the Navy YSF Program.

- **Chapter 7: Personnel Management**
  Effective personnel management is critical to the successful operation of the Navy YSF Program. This chapter outlines authorized YSF positions, volunteer policies, background check policies, and CYP training requirements.

- **Chapter 8: Implementing On-Base YSF Programming**
  Ensuring the safety of all people involved with the Navy YSF programming is the number one priority for the Navy YSF Program. The most important considerations associated with implementing on-base sports and activities revolve around maintaining a safe environment for youth and staff. This chapter specifies considerations within the Navy YSF Program from field and facility safety to strategies for ensuring a drug-free Youth Sports and Fitness environment.
Chapter 2: 
Enrollment Requirements

When enrolling children and youth in the Navy Youth Sports and Fitness (YSF) Program, Child and Youth Program (CYP) professionals are mandated to adhere to several requirements, including eligibility and proof of age, registration procedures, and inclusion. Each requirement is described below.

1. **Eligibility and Proof of Age**

   All children and youth who meet the eligibility requirements for Navy CYP as outlined in OPNAV 1700.9 Series are authorized to participate in the Navy YSF Program. Eligibility will vary based on the CYP component in which the activity is conducted. In addition, proof of age requirements varies depending on the type of league.

   - In Navy CYP-regulated leagues that are age-capped, proof of age is required for participants at registration. Proof of age may be in the form of a birth certificate, government issued ID card, or passport. A CYP Staff Member will review these documents to confirm age at registration; however, these documents, which include privacy act information, will not be kept on file.

   - Since the majority of Navy YSF Programs are recreational in nature, proof of age is not required. Youth sports are typically structured around age groupings. Allowing children to "play up" a level or "play down" a level if the child is over- or under-sized, regardless of age, should be done while taking into consideration the skill level of the child. This should be determined on a case-by-case basis and should be reviewed by the coach, parent(s), and Navy YF Coordinator.

   - In civilian and traveling leagues, a birth certificate copy may be needed if mandated in the bylaws of the league. (Note: This is due to off-base incidents of problems with older youth participating in age-capped leagues.) In these cases, the acting YF Coordinator at each installation is responsible for the control of these documents. Copies of birth certificates, governing bylaws, and any Personally Identifiable Information (PII) must be maintained in accordance with Navy PII policy. The installation PII security manager can provide additional guidance on properly maintaining PII. Documents shall be destroyed at the end of each season.

2. **Inclusion**

   Navy CYP welcomes children with all abilities. Inclusion is an attitude and a philosophy that welcomes and supports all children. Inclusion is a belief in every person’s inherent right to fully participate in society. Inclusion conveys the idea that we appreciate each child, and we value the abilities of all children as part of the team. The goal of inclusion in the Navy YSF Program is to support the participation of children with and without disabilities.
Families are a valuable resource for information about possible accommodations, and YSF staff will partner with a child’s parents or primary caregiver to design accommodations. Parents of children who require accommodations due to a medical condition or disability are asked to provide this information during the registration process.

OPNAV 1700.9 Series and the Navy CYP Inclusion Operating Manual (OM) provide policy and guidance regarding inclusion and respectful accommodations. The intake process outlined in these policies shall be followed for children with special needs or those needing accommodations to participate in Navy YSF Programs. All children with special needs will have an Inclusion Support Information and Referral Form CNICCYP 1700/42, on file. As required by the OPNAV 1700.9 Series and outlined in the Inclusion OM, the Inclusion Action Team (IAT) will review the child’s information if accommodations are required.

Coaches shall be made aware of any accommodations that are needed for a child to be successful while participating in Navy YSF Programs and receive a copy of emergency response information, if applicable. An understanding and awareness of these issues are necessary if coaches are to meet the needs of all Navy youth. In addition, coaches should receive any additional training necessary to accommodate the children with disabilities. An example may be a child who is confined to a wheelchair wants to play baseball. The coach could allow that child to bat the ball and have another child run the bases for him or her. Accommodations may also be made in the areas of policies and procedures, environment (i.e., physical, sensory, or social-emotional), material adaptation, or type of participation. The goal of an accommodation is to support successful participation.

Through a Navy partnership with Kids Included Together (KIT), an inclusion helpline has been established to support CYP Professionals and volunteers who have questions or would like to discuss accommodations needed for a child. Inclusion specialists can be reached at 1-866-930-0931 or navycyphelp@kitonline.org.

3. Registration Process

Programs must follow the registration process for all CYP participants as required by OPNAV 1700.9 Series. All registered children are required to have a completed and updated Navy CYP Registration Form, CNICCYP 1700/04 on file. Parents must update this form annually and include current local emergency contact information. Program directors are required to ensure all child information is entered and updated in the Child and Youth Management System (CYMS).

A copy of each child’s registration form with the parent signature shall be maintained in the YSF administrative area. Coaches will receive a copy of the registration form, which includes local emergency contact information. Emergency contact information for each child must be present during all games, practices, or whenever a child is participating in an event. A report from Child and Youth Management System (CYMS) detailing the child’s emergency contact information can be provided to coaches in lieu of the actual registration form. However, a child’s registration form is not required for family events where the parents are present and responsible for their children, such as a Family Fun Run where parents and their children participate together.

Parents should receive a copy of the Navy YSF Parent Fact Sheet during the registration process. This fact sheet provides important information, including information on how to complete the Parents Association for Youth Sports (PAYS) training. The date the training is completed, along with the parent’s electronic signature on the Navy PAYS Code of Ethics will be automatically filed in the NAYS Navy Chapter.
Management Web site (*CHAPTER MANAGEMENT*). Parents are required to electronically sign the PAYS Code of Ethics annually. For parents who previously completed the PAYS training and signed the Code of Ethics, their names will be entered into the *Chapter Management* by the YF Coordinator. *Chapter 6: Section 2* provides detailed information on the required PAYS training.
Chapter 3: Core Service Area Requirements

The goal of the Navy Youth Sports and Fitness (YSF) Program is to offer all eligible participants, regardless of their parents’ duty station assignment, a range of baseline and locally-selected sports, fitness activities, health & nutrition programming, outdoor recreation activities, and motor skill development activities. Further, the YSF Program is designed to expose Navy family members to a variety of opportunities with the goal that these activities will become adopted as part of a healthy lifestyle.

The majority of Navy YSF Programs currently meets and/or exceeds the baseline offerings through ongoing programming in School-Age Care (SAC) and Teen Programs and through the use of on-base resources within Morale, Welfare, and Recreation (MWR), Family Services, Medical, etc. Utilization of existing on-base resources shall always be the mainstay of any successful YSF Program. This chapter describes the Navy YSF Program requirements and explains how to successfully plan for meeting these requirements, which are to provide high-quality, consistent, age-appropriate sports and fitness activities for all Navy children and youth.

1. Core Service Areas

All Navy YSF Programs must meet the requirements within each of the five Core Service Areas: (1) Sports; (2) Fitness; (3) Health & Nutrition; (4) Outdoor Recreation; and (5) Motor Skill Development programs. In addition, each Core Service Area has requirements defined as “baseline” and “locally-selected.”

- **Baseline.** These required programs must be offered to all Navy Child Youth Programs (CYP) participants regardless of duty station. The baseline programs defined in this chapter may be offered either on base or off base (See Chapter 4) and have been selected based on enterprise-wide youth surveys, industry standards, and current partnerships with nationally recognized youth (e.g., 4-H and BGCA) and youth sports (e.g., National Alliance for Youth Sports [NAYS]) organizations.

- **Locally-selected.** These are required programs that will be selected by the local YSF Program based on youth interest, surveys, local resources, and surrounding environments. Therefore, it is incumbent upon each YSF Program to continually adapt and offer a full range of program services; especially those that may be unique to the local area.
Sports and Motor Skill Development Core Service Area requirements are defined by age demographics. Whereas, Fitness, Health & Nutrition, and Outdoor Recreation Core Service Area requirements are defined by the Youth Program business lines responsible for offering the opportunities. The Youth Programs business lines are defined as follows:

- School-Age Care (SAC) Programs (5 to 12 years of age);
- Recreational School Age Programs (5 to 12 years of age); and
- Teen Programs (13 to 18 years of age).

### 1.1. Sports Core Service Area

Programming within the Sports Core Service Area provides benefits for youth and teens including self-discipline, self-confidence, a healthier body, and stronger relationships with peers and adults. The skills developed while participating in sports translate to other activities and commitments, including school performance and family relationships. Please note that collision sports are not allowed within the Navy YSF Program. These sports include: boxing, tackle football, diving, lacrosse, ice hockey, and rugby (See Chapter 8: Section 3.4 for more details on collision sports). In most cases, team sports activities must be offered to meet the requirements of the Sports Core Service Area. Camps and clinics are authorized substitutions to team sports in cases where it is not feasible or possible to offer team sports, e.g. OCONUS, where there is no off-base options and the size of the population procludes offering team sports. Activities and associated frequencies are described below.

- Team sports are defined as organized sports for a group of children or youth within defined developmentally-appropriate age groups. Any sport offered in a league format would typically be considered a team sport. The minimum frequency for league format sports is six weeks for practice and games, depending on the number of participants and teams. Chapter 8: Section 3.1 illustrates the specifics around age- and skill-appropriate activities and competition within a league format activity.

- Camps are a combination of active and non-active instructional programming that provides children and youth with opportunities to learn and enhance sports and fitness skills. Camps are generally scheduled for a consecutive period of time and deal with specific topics. The minimum frequency for camps are weeklong formats (i.e., five-day or one week, comprised of not less than five –(5) one –(1) hour sessions per camp).

- Clinics can include guest speakers or focus on instructional classes towards developing specific skills used in traditional team sports, individual sports, or outdoor recreation. Clinics are reoccurring sport/activity classes taught by knowledgeable instructors with the intent to teach participants how to further their sport/activity development upon completion of the clinic. The frequency should be offered on an on-going basis throughout the calendar year (pending the availability of instructors, facilities, etc.) and should be not less than one –(1) hour in duration per month.
**Program Requirements within the Sports Core Service Area**

5 to 12 years

**Baseline Programming** within the **Sports Core Service Area** requires that each of the following sports be offered at least once during the calendar year to eligible youth (5 to 12 years). The format of this requirement will be determined upon CNIC analysis of the Installation Self-Assessment (See Chapter 4: Section 4).

- Baseball*
- Basketball
- Cheerleading**
- Flag Football
- Soccer
- Softball*

*If the number of participants/teams do not allow for both a baseball league and a softball league to be offered each year, a single season of baseball (minimum of six weeks) can be opened up to both boys and girls for this age group, and this activity will meet the requirement for this Core Service Area.

**Cheerleading will be provided in a recreational instructional format with proper safeguards in place and should include conditioning, warm ups, cheer, dance, jumps, and tumbling. Stunting (assisted throws, tosses, catches, mounts and formations) and other related high-risk cheering performance activities/techniques are not allowed.

**Locally-selected Programming** within the **Sports Core Service Area** requires that at least two additional sports must be offered at least once during the calendar year. Locally-selected programming can be offered through a league format, camps and clinics/instructional classes. Programming frequency levels are detailed above. Gymnastics, martial arts, and swimming should be offered as clinics/instructional classes. While this list is not comprehensive, examples of locally-selected sports may include but are not limited to:

- Dodge ball
- Gymnastics
- Martial Arts
- Swimming
- Volleyball

13 to 18 years

**Baseline Programming** within the **Sports Core Service Area** requires that each sport must be offered at least once during the calendar year to eligible teens. The format of this requirement will be determined upon CNIC analysis of the Installation Self-Assessment (Chapter 4: Section 4.2).
Baseball*
Basketball
Cheerleading**
Flag Football
Soccer
Softball*

*Baseball and Softball should be offered separately due to the gender demographic served. However, if the number of participants/teams do not allow for both a baseball league and a softball league to be offered each year, a single season of baseball (minimum of six weeks) can be opened up to both boys and girls for this age group, and this activity will meet the requirement for this Core Service Area.

**Cheerleading will be provided in a recreational instructional format with proper safeguards in place and should include conditioning, warm ups, cheer, dance, jumps, and tumbling. Stunting (assisted throws, tosses, catches, mounts and formations) and other related high-risk cheering performance activities/techniques are not allowed.

Locally-selected Programming within the Sports Core Service Area requires that at least two additional sports must be offered at least once during the calendar year. Locally-selected programming can be offered through a league format, camps and clinics, or instructional classes. Programming frequency levels are detailed above. Gymnastics, martial arts, and swimming should be offered as clinics/instructional classes. While this list is not comprehensive, examples of locally-selected sports include, but are not limited to:

- Dodge Ball
- Gymnastics
- Handball
- Kickball
- Martial Arts
- Swimming
- Ultimate Frisbee
- Volleyball
- Water Polo
- Wrestling

1.2. Fitness Core Service Area

Programming within the Fitness Core Service Area teaches youth and teens about a variety of lifestyle choices. Recreational activities promote the refreshment of health or spirits through relaxation and enjoyment. This Core Service Area is required as part of regularly scheduled program activities in all Youth Programs business lines.
Program Requirements within the Fitness Core Service Area

School-Age Care Programs

Baseline Programming within the Fitness Core Service Area requires that the following programs be implemented within the SAC program at the indicated frequency as described below:

- **BGCA Triple Play: A Game Plan for the Mind, Body, and Soul**
  
  Triple Play is a wellness program encompassing activities around nutrition concepts (Mind), physical activity (Body), and social recreation (Soul). The Boys & Girls Club of America (BGCA) developed this program for children and youth age 6 to 18 years. To meet the baseline Core Service Area requirements for the YSF Program, SAC programs must ensure that the **Body** and **Soul** components are being planned regularly and included in the weekly planning. See the **Triple Play User Guide** found at [www.bgca.net](http://www.bgca.net) for an overview of, and guidance on, the implementation of the Triple Play program.

  - **Physical Activity** (Body) component:
    
    o The Physical Activity component of Triple Play engages youth in a series of **Triple Play Daily Challenges** and **Triple Play Daily Challenges, Too** that are designed to be implemented consecutively. To fulfill the requirement, a program must implement 10 weeks of **Triple Play Daily Challenges** followed by 10 weeks of **Triple Play Daily Challenges, Too**, for a combination of 20 weeks of programming per year. Within each lesson, each sport activity must be offered and take place over the course of one week. Activities must be reflected daily on the SAC activity calendar.

    o Upon completion of **Triple Play Daily Challenges** and **Triple Play Daily Challenges, Too**, SAC Programs are required to offer daily physical fitness activities.

  - **Social Recreation** (Soul) component:
    
    o The Social Recreation component of Triple Play focuses on the soul, and helps youth build positive relationships and develop social skills and character. SAC Programs must create environments (i.e., games room) and/or opportunities for youth to participate in social activities daily. The Triple Play program provides resources to help implement this component within the SAC Program. These resources include:
      
      
      • Back Pocket Program Hints, which offers ideas and suggestions for quick, ready-to-go activities and games.

    o Many social recreation component activities are currently provided in SAC programs. While many of these activities are passive (e.g., talking to friends, playing cards, board games, and puzzles), other activities should engage youth in moderate-to-vigorous intensity physical activities. While this list is not comprehensive, examples of social recreation activities include, but are not limited to:
      
      • Big equipment activities, such as air hockey, billiards, or table tennis;
      
      • Life-sized and traditional versions of games such as checkers, chess, and connect four;
      
      • Active electronic games, such as Dance-Dance Revolution;
• Small-area running and jumping games, such as tag-style games, relay races, musical chairs, etc.; and
• Special events, such as field games, and festivals with team sport relays and competitions.
  o If a SAC program does not possess the physical space to offer a dedicated games room, it is recommended that social recreation be offered in the following ways, but not limited to:
  • Traveling with board games, cards, etc., to playgrounds, parks, gymnasiums, bowling centers, and swimming pools; and
  • Utilizing a Liberty Center’s billiards/table tennis when available.

Locally-selected Programming within the Fitness Core Service Area requires that at least one fitness activity per month be offered to the SAC Program if on-base facilities exist. Locally selected programming can be offered through camps and clinics or instructional classes. Programming frequency levels are detailed above. While this list is not comprehensive, examples of locally-selected sports include, but are not limited to:

- Bowling
- Golf**

**Golf programs are recommended to utilize NAYS Hook a Kid on Golf or The First Tee.

Recreational School Age Programs

Baseline Programming within the Fitness Core Service Area requires that the following program be implemented within the Recreational School Age Program for all eligible youth at the indicated frequency.

- America’s Armed Forces Kids’ Run (www.americaskidsrun.org)
  - This event must be offered in late spring (usually May) each year to all eligible youth and their families. However, due to weather constraints and partnerships, scheduling of this event can be adjusted to meet the needs of the installation.
  - The America’s Armed Forces Kids’ Run is a packaged program and each participating installation will be required to submit estimated participation numbers at the start of each fiscal year. Each installation will receive materials, including: marketing information, registration instructions, race numbers, course supplies, t-shirts, etc.
  - Programs are encouraged to combine this event with other fitness programs (e.g., MWR Family Fitness Programs and/or community events) and other nearby military installations.
  - For more information on program requirements and guidance, and to view a short video of this event, go to http://www.americaskidsrun.org and look under the Mission tag.

Locally-selected Programming within the Fitness Core Service Area requires that a minimum of one fitness activity per quarter be offered to all eligible youth (5 to 12 years). Locally-selected programming can be offered through camps and clinics/instructional classes. Programming frequency levels are detailed above. While this list is not comprehensive, examples of locally-selected fitness activities include, but are not limited to:
Bicycling (indoor or outdoor)
- Dance
- Family Fitness
- Fun Runs/Walks
- Inline Skating
- Skateboarding
- Swimming

Teen Programs

Baseline Programming within the Fitness Core Service Area requires that the following programs be implemented within the Teen Program for all eligible teens (13 to 18 years) at the indicated frequency.

- **BGCA Triple Play:**
  - **Social Recreation (Soul) component:**
    - The Social Recreation component of Triple Play focuses on the soul, and this element helps teens to build positive relationships and develop social skills and character. Teen Programs must create environments (i.e., games room) and/or opportunities for teens to participate in social activities daily. The Triple Play Program provides resources to help implement this component within the Teen Program. These resources include:
      - Back Pocket Program Hints offers ideas and suggestions for quick, ready-to-go activities and games.
    - Many social recreation component activities are currently provided by the Teen Programs. While many of these activities are passive (e.g., talking to friends, playing cards, board games, and puzzles), other activities should engage teens in moderate-to-vigorous intensity physical activities. While this list is not comprehensive, examples of social recreation activities include, but are not limited to:
      - Big equipment activities, such as air hockey, billiards, or table tennis;
      - Life-sized and traditional versions of games such as checkers, chess, and connect four;
      - Active electronic games, such as Dance-Dance Revolution; and
      - Special events, such as dances, field game days, and festivals with team sport relays and competitions.
    - If a Teen Program does not possess the physical space to offer a dedicated games room, it is recommended social recreation be offered in the following ways, but not limited to:
      - Traveling with board games, cards, etc., to parks, gymnasiums, bowling centers, and swimming pools; and
• Utilizing a Liberty Center’s billiards/table tennis when available.

Locally-selected Programming within the Fitness Core Service Area requires that at least one fitness activity per quarter be offered to all eligible teens (13 to 18 years). Locally-selected programming can be offered through camps and clinics/instructional classes. Programming frequency levels are detailed above. While this list is not comprehensive, examples of locally-selected fitness activities include, but are not limited to:

- Bicycling (indoor and outdoor)
- Bowling
- Dance
- Golf
- Inline Skating
- Family Fitness
- Fun Runs/Walks
- Skateboarding
- Swimming
- Tennis

1.3. Health & Nutrition Core Service Area

Programming within the Health & Nutrition Core Service Area provides youth and teens with opportunities for nutrition education and hands-on activities, such as gardening, recipe sharing, and cooking healthy foods, which may lead to making healthy lifestyle choices. The Navy YSF Program takes a multi-disciplinary approach in this area, focusing on youth decision-making, planning, and problem solving.

Program Requirements within the Health & Nutrition Core Service Area

School-Age Care Programs

Baseline Programming within the Health & Nutrition Core Service Area requires that the following programs be implemented within the SAC Program at the indicated frequency.

- **BGCA Triple Play: A Game Plan for the Mind, Body, and Soul**
  - **Nutrition (Mind) component:**
    - The Mind component of Triple Play is a wellness program that involves using the Healthy Habits curriculum to teach youth and teens about good nutrition, to encourage regular health care, and to improve overall well-being. To fulfill the requirement, a program must implement 10 weeks of the Triple Play Healthy Habits curriculum each year. Each lesson must be offered and take place over the course of one week. Activities must be reflected daily on the SAC activity calendar.
Upon completion of Triple Play Healthy Habits curriculum, SAC Programs are required to offer a weekly nutrition activity. In addition to BGCA curriculum, 4-H health and nutrition curriculum can also be used to supplement baseline requirements and can be downloaded at no cost at the following Web sites:

- 4-H Military Partnership at [http://www.4-hmilitarypartnerships.org](http://www.4-hmilitarypartnerships.org)
- 4-H National Council at [http://www.4-h.org/resource-library/curriculum](http://www.4-h.org/resource-library/curriculum)
- 4-H Online Mall at [http://www.4-hmall.org/curriculum](http://www.4-hmall.org/curriculum)

Examples of nutritional activities may include, but are not limited to:

- Cooking Classes
- Cook-Offs
- Health Promotion
- Nutrition Education
- Recipe Sharing

### Come Grow With Us Initiative: Gardening Program

The CYP Come Grow with Us garden initiative is designed to promote the use of gardens at CY program facilities. The intent of this requirement is for CY programs to initiate and maintain a year-round gardening program that incorporates information about nutrition and healthy eating. CY programs are required to incorporate gardens into curriculum planning to provide all eligible youth with hands-on, multi-disciplinary learning activities as this helps to extend learning through a wide range of skill sets.

- SAC Programs must offer ongoing gardening activities throughout the calendar year. This should be accomplished by partnering with all other CY programs. All gardening activities must be documented on the SAC activity calendars.
- Four gardening curricula have been selected to assist SAC Programs in implementing a gardening program. Due to the wide range of ages of youth participating in SAC Programs, the following curricula may require age-appropriate adaptations so all youth receive the intended learning objectives when participating. Information about each curriculum is provided below.

  - **4-H Seed to Salad**
    ([http://blogs.cornell.edu/garden/get-activities/signature-projects/](http://blogs.cornell.edu/garden/get-activities/signature-projects/)) 4-H Seed to Salad is a gardening and nutrition education program designed to engage youth in the growing of salad gardens. Youth participants are guided through the planning, planting, tending, and harvesting of salad gardens through interactive and hands-on activities. Program activities relate to health topics such as nutrition and physical activity; school subjects such as math, art, science, and language arts; democratic processes; decision-making; problem-solving; and horticulture. The program is listed in the National Directory of 4-H Materials as a curriculum for use with 4-H groups.

  - **4-H Growing Connections**
    ([www.uvm.edu/extension/youth/?Page=yap_about.html](http://www.uvm.edu/extension/youth/?Page=yap_about.html)) 4-H Growing Connections is a gardening and nutrition education program with five themes: gardening, food safety, nutrition, food security, and food preservation. During the program’s activities youth grow vegetables, prepare foods using fresh produce, taste fresh produce, and set goals to increase their fruit and
vegetable consumption. The program was developed for use by diverse groups such as childcare education programs, day camps, and school enrichment programs. The program is listed in the National Directory of 4-H Materials as a curriculum for use with 4-H groups.

- **BGCA Positive Sprouts**
  ([http://www.flouronmYSFace.com/2012/11/bgca-and-amway-positive-sprouts-program.html#sthash.rsZ2Figq.dpbs](http://www.flouronmYSFace.com/2012/11/bgca-and-amway-positive-sprouts-program.html#sthash.rsZ2Figq.dpbs)) BGCA Positive Sprouts is a program that includes children and youth in shopping, cooking, and gardening, as suggestions to get kids interested in eating fruits and vegetables. Through the creation of community gardens, the partnership between BGCA and Amway will: 1) educate children and youth on the importance and value of eating fruits and vegetables; 2) increase access to healthy eating by providing youth and their families’ fruits/vegetables that are harvested from community gardens; and 3) build a foundation for an on-going improvement in nutrition for children and youth.

- **The Edible Schoolyard Project**
  ([http://edibleschoolyard.org/](http://edibleschoolyard.org/)) The Edible Schoolyard Project is a “seed-to-table” learning experience for children and youth that integrates an “edible education” into the core school curriculum. The school garden plays a central role. Children are engaged in every step of the gardening process (e.g., planning, planting, maintaining, harvesting). Children learn how to prepare and cook produce from the garden in kitchen classes; eat foods from the garden alongside other local, organic produce at lunchtime in the cafeteria; and compost their organic waste from lunch to use in the garden. Other school subjects (e.g., math, language arts, and science) make use of the garden for their own curricular activities.

**Locally-selected Programming** within the **Health & Nutrition Core Service Area** has no requirements.

**Recreational School Age Programs**

**Baseline Programming** within the **Health & Nutrition Core Service Area** requires that the following programs be implemented within the Recreational School Age Program at the indicated frequency.

- **Come Grow With Us Initiative: Gardening Program**
  - Activities around a selected gardening program must be offered quarterly to all eligible youth (5 to 12 years) to participate in the CYP Come Grow with Us Initiative. All details of this initiative are listed above in the baseline requirements for School-Age Care. SAC programs should communicate opportunities for gardening activities in order to share resources and experiences among all eligible youth.

**Locally-selected Programming** within the **Health & Nutrition Core Service Area** requires that a minimum of one event be offered at least once per quarter within the Recreational School Age Program. SAC programs should communicate opportunities for Health and Nutrition activities in order to share resources and experiences among eligible youth. While this list is not comprehensive, examples of locally-selected activities may include, but are not limited to:

- Cooking Classes
- Cook-Offs
- Health Promotion
Teen Programs

**Baseline Programming** within the Health & Nutrition Core Service Area requires that the following programs be implemented within the Teen Program at the indicated frequency.

- **BGCA Triple Play: A Game Plan for the Mind, Body, and Soul**
  - **Nutrition (Mind) component:**
    - The Mind component of Triple Play is a wellness program that involves using the Healthy Habits curriculum to teach youth and teens about good nutrition, to encourage regular health care, and to improve overall well-being. To fulfill the requirement, a program must implement the 10 lessons of the Triple Play Healthy Habits curriculum over the course of 10 months each year. Activities must be reflected monthly on the Teen activity calendar.
    - Upon completion of Triple Play Healthy Habits curriculum, Teen Programs are required to offer a monthly nutrition activity. In addition to BGCA curriculum, 4-H health and nutrition curriculum can also be used to supplement baseline requirements. Examples of these monthly nutrition activities may include, but are not limited to:
      - Cooking Classes
      - Cook-Offs
      - Nutrition Education
      - Health Promotion
      - Recipe Sharing

**Locally-selected Programming** within the Health & Nutrition Core Service Area for the Teen Program has no requirements.

### 1.4. Outdoor Recreation Core Service Area

Programming within the Outdoor Recreation Core Service Area provides youth and teens with opportunities to gain knowledge and skills through experiential learning in an outdoor environment. Activities focus on healthy and active lifestyles, emphasize human powered recreation, utilize a minimal environmental impact philosophy, and teach and demonstrate good stewardship of natural resources.

Because these activities offered are locally-selected, the geographic location and instructor availability will play an important part in making decisions about what to offer. Outdoor Recreation opportunities may occur for a few hours to consecutive days, depending on the age of the participants. To meet the requirements, it is best to pursue partnerships with the local MWR program (i.e., ITT, Liberty, Marina, and Outdoor Recreation). MWR programs have several resources at their disposal: equipment, transportation, trained/certified professionals, and relationships with outside companies. A few examples are highlighted below:
Utilizing the Marina boats, drivers, and equipment for a fishing trip;
Utilizing the Outdoor Recreation tents for a camping trip;
Utilizing the MWR kayaks for a Kayaking 101 class at the Base Swimming Pool; and
Joining Liberty paintball, backpacking, camping, or surfing trips.

Program Requirements within the Outdoor Recreation Core Service Area

School-Age Care Programs

Baseline Programming within the Outdoor Recreation Core Service Area for the SAC Program has no requirements.

Locally-selected Programming within the Outdoor Recreation Core Service Area requires that SAC Programs offer a minimum of one outdoor recreation activity per month, per seasonal camp (i.e., winter camp [1 activity], spring break camp [1 activity], summer camp [3 activities, 1 per/month]). These outdoor recreation activities can be offered through camps and clinics or instructional classes. Programming frequency levels are detailed above. While this list is not comprehensive, examples of locally-selected activities may include, but are not limited to:

- Cross Country Skiing
- Camping Basics
- Canoeing/Kayaking
- Fishing
- Hiking/Nature Walks
- Horseback Riding
- Nature Conservation
- Rock Climbing (indoor/portable wall)
- Ropes Courses
- Snorkeling
- Surfing

Recreational School Age Programs

Baseline Programming within the Outdoor Recreation Core Service Area for the Recreational School Age Program has no requirements.

The Locally-selected Programming requirements within the Outdoor Recreation Core Service Area for youth enrolled in Recreational School Age Programs are the same as the requirements listed above for SAC Programs. Recreational School Age Programs will not need to duplicate efforts in planning
activities to meet these requirements. SAC Programs should communicate opportunities for Outdoor Recreation to share resources and experiences among eligible youth.

Teen Programs

Baseline Programming within the Outdoor Recreation Core Service Area for the Teen Program has no requirements.

Locally-selected Programming within the Outdoor Recreation Core Service Area requires that the Teen Program offer a minimum of one outdoor recreation activity once per month. Please note that these outdoor recreation activities can be offered through camps and clinics or instructional classes. Programming frequency levels are detailed above. While this list is not comprehensive, examples of locally-selected outdoor recreation activities may include, but are not limited to:

- Archery
- Backpacking/Camping
- Canoeing/Kayaking/White Water Rafting
- Fishing
- Geocaching
- Hiking/Nature Walks
- Horseback Riding
- Mountain Biking
- Nature Conservation
- Paintball
- Rock Climbing
- Ropes Courses
- Sailing
- Scuba Diving/Snorkeling
- Snowshoeing/Skiing/Snowboarding
- Surfing

1.5. Motor Skill Development Core Service Area

Programming within the Motor Skill Development Core Service Area provides all eligible children (3 to 5 years) with the opportunity to learn basic movement patterns. Many activities can help to enhance a child’s fine and gross motor skills. The development of these motor skills allows children to perform better in academic and physical ways.

NAYS Start Smart Program was developed to teach children the basic motor skills necessary to participate in organized sports while giving them the opportunity to work one-on-one with an adult. The program is
developed to be informative and fun, so children will have a positive first time sports experience and continue participating in sports beyond this introductory level. Children will be active while learning the basic motor skills necessary to play organized sports.

**Program Requirements within the Motor Skill Development Core Service Area**

**Baseline Programming** within the Motor Skill Development Core Service Area requires that the NAYS Start Smart Program, a six-week manual-based program, must be offered twice a year and open to all eligible CYP patrons (3 to 5 years).

- **Start Smart** must be offered on nights and/or weekends in a one-on-one interaction format, **over six weeks, two times each year**. This format gives parents and their children an opportunity to interact during the Start Smart sessions. The Start Smart Skill Development Exercise Guide can be found at www.nays.org. The YF Coordinator will ensure that the program is scheduled and advertised and the necessary resources are available to support the program.

**Locally-selected Programming** within the Motor Skill Development Core Service Area has no requirements.

2. **Activity Planning and Program Evidence**

YSF Programs are required to understand the requirements and proactively plan ahead and maintain an organized system of program evidence for all baseline and locally-selected Core Service Area requirements. To make it seamless to keep track of the requirements, a Core Service Area Requirements Summary document was created. Planning provides the method for informed decision-making and allows for effective budgeting, identifying potential and historical partners, recruiting volunteers, and the construction of marketing plans to communicate YSF opportunities to parents and youth. For a program or activity to be effective and accomplish its specific goals, it must be developmentally suitable for the targeted age group. Although youth grow and develop at individual rates, several commonalities can exist among children and adolescents of a particular age group. Planning should take into consideration the entire range and developmental readiness of youth participating in the program activity.

Although planning will vary, YSF Programs must consistently utilize tools such as calendars, activity plans, marketing information, etc., to ensure activities are: (1) planned in advance; (2) age-appropriate; (3) interesting; and (4) meaningful. The following sections detail the specific requirements for program planning and maintaining evidence for individual Youth Programs business lines.

All YSF Programs must highlight all YSF baseline and locally-selected Core Service Area requirements on their respective monthly calendars in accordance with the above requirements. Activities listed on the calendar should avoid general titles like “Triple Play” and specifically highlight the Youth Sports and Fitness opportunity (i.e., “Jump Rope Challenge”) to draw interest from youth and parents. Further, fulfilling the requirements within the YSF Core Service Areas of Fitness, Health & Nutrition, and Outdoor Recreation also fulfills the Navy Core Programming areas. Youth Programs will not need to duplicate efforts in planning activities to meet both requirements. The table below outlines the relationships between YSF Program Core Service Areas with the Navy Core Programming Areas:
For example, the America’s Armed Forces Kids’ Run fulfills the Youth Sports and Fitness requirement for the Fitness Core Services area as well as the SAC Program requirement for Sports, Fitness, and Recreation Navy Core Programming Area.

To capture the full scale of activities and programs offered and to help organize program documentation, YSF Programs are required to maintain an organized system of evidence which shall include activity plans, skill tracking, photos, and displays to show that Core Service Area requirements are being met. The following tools can be used for planning purposes and documenting evidence:

- **Monthly Calendars** shall be utilized by the YSF Program for communication and marketing of YSF Program opportunities to parents and youth. Calendars should be constructed in the context of a timeframe that allows for advance planning. Calendars should be released well in advance of the operating month. See a [Sample Monthly Calendar](#).

- **Activity Plans** shall be utilized by the YSF Program for program planning. Activity plans should be developed in advance to allow for effective budgeting, identifying materials and resources needed, locating potential and historical partners, and recruiting volunteers. See [Sample Activity Plans](#) for each program.

- **Photos/Displays** shall be used to visually reflect the work and interests of youth. Photos can be archived electronically or printed out and filed. When used for evidence, photos should include captions explaining event name, date of the event, and Core Service Area.
Chapter 4: YSF Program Implementation

The Navy (Youth Sports and Fitness) YSF Program is to be implemented to ensure consistency in program offerings as Navy families move from installation to installation. The goal of the Core Service Areas is to introduce a variety of opportunities to youth so they can experience a full range of activities promoting a healthy lifestyle and find activities that can develop into lifelong interests. The Navy YSF Program is designed to ensure that as Navy families move, their children can rely on having consistent opportunities available that they find fun and challenging.

Chapter 3 introduced the Navy YSF Core Service Areas and explained the opportunities available in terms of activity requirements, frequency, and annual planning to meet these requirements. The Navy YSF Program has been designed so that the majority of the Core Service Area requirements will be accomplished as part of the existing School-Age Care (SAC), Recreational School Age Program (RSAP), and Teen Programs. In most cases, some or all of these activities are already included as part of the installation’s ongoing activity plan. However, not all Navy YSF Programs have the capacity to meet the comprehensive YSF programming requirements without support from other organizations, both on- and off-base.

To successfully implement the Navy YSF Program and meet the requirements addressed in this Operating Manual (OM), the baseline Core Service Area activities must meet three factors: (1) the activity must be affordable; (2) the activity must meet the quality standards identified in this OM; and (3) the activity must be available to the family. Aside from the Sports baseline opportunity activities, most YSF Programs should currently be able to meet many of the requirements detailed in the other four Core Service Areas (i.e., Fitness, Health & Nutrition, Outdoor Recreation, and Motor Skill Development) through on-base resources and existing local (e.g., Morale, Welfare, and Recreation [MWR] fitness) and national partnerships (e.g., BGCA, NAYS and 4-H.)

1. Affordable

The cost of youth sports varies greatly across the United States, and this can significantly impact the opportunities available for Navy youth as they move from one installation to the next. Annually, CNIC (N92) will establish recommended youth registration fees for activities within the Navy YSF Program. A maximum registration fee will be published per baseline sport and will be included in the annual CNIC Parent Fee Letter. In order for each Navy YSF Program to meet the requirements of the “Sports” Core Service Area, all required sports must be available to Military families within the established maximum registration fee. For example, if the annual CNIC Parent Fee Letter establishes that a maximum registration fee for soccer of $65.00 is appropriate, an on-base soccer league may be offered at or below that fee, or a community partnership may be established where a registration fee of $65.00 has been negotiated for Navy families. The registration fee for on base sports programs shall be based on the cost of uniforms and end of year awards only. The Navy Children and Youth Programs (CYP) Management Standards provides guidance on authorized labor and non-labor expenses for programs operated on base.
availability of program opportunities and how to establish formal partnership agreements can be found below in this chapter.

2. Quality

All Navy YSF Programs must meet the quality standards set forth in this OM. The NAYS National Standards for Youth Sports (See Chapter 5) provide the foundation for quality programming described throughout this OM. These requirements must be met regardless of whether the on-base youth sports are administered through the CYP or MWR.

Furthermore, it is important that Navy families have access to quality programs whether the activity is offered on base or through an off-base partnership. When the baseline sports program is offered through an off-base partnership, the following criteria should be included in the contractual or partnership agreement with the organization:

- The organization must require a National Background Check for all youth sports coaches;
- The organization must conduct a coaches training through NAYS or a comparable organization;
- The organization must use officials certified through NAYS or a comparable organization; and
- The organization mandates a parent meeting/training that includes:
  - The basic rules of the sports including proper conduct for parents and athletes during practices and games;
  - Information on how to promote good sportsmanship and skill development for each child;
  - Encouragement of parent involvement in the sports activity; and
  - Direction for all Navy families participating in a Navy-sponsored sport (either on- or off-base) to complete the Parents Association for Youth Sports (PAYS) requirements (See Chapter 6: Section 2).

3. Available

While some Navy YSF Programs will be able to facilitate meeting all Core Service Area requirements on-base, many YSF Programs will lack the necessary facilities (e.g., gymnasium or field) or have insufficient numbers of interested children to form leagues. In many locations, opportunities are already being offered in the community and are available to the base population; therefore, additional opportunities do not need to be duplicated on-base. Outreach and partnerships are critical to ensure that all requirements can be met either on-base or by utilizing a combination of on- and off-base opportunities.
Navy CYPs have developed long-term partnerships with national organizations that provide programs and resources to strengthen the Navy YSF programming. For example, CNIC is partnered with national organizations who lead in youth sports, fitness, and health programs such as NAYS, BGCA, and 4-H Youth Development Organization. There are also opportunities for on-base collaborations with fitness programming under MWR (e.g., use of on-base fitness centers and instructor-led classes like martial arts and gymnastics). Moreover, establishing local off-base partnerships is also essential to the success of the Navy YSF Program. These local partnerships shall be established with Youth Sports and Fitness organizations in the communities surrounding each individual installation to support the requirements in the Navy YSF OM that may not be met otherwise. Locally established partnerships can be defined in several ways:

- **Ready**: The organization meets all of the required criteria, including those outlined above under the affordability and quality sections;

- **Commercial sponsorship**: The commercial sponsorship program can be used to provide existing leagues and/or organizations (e.g., YMCAs and Community Centers) in the community opportunities to offer a percentage off, or waive, registration fees for military families; and/or Navy allows partner access to parent and coaches’ training; and

- **Contractual**: A contract is negotiated between the organization and the Non-Appropriated Fund Instrumentality (NAFI) to “buy-down” the cost of the registration fees for Navy families.

4. **Resources Available to Aid in YSF Program Implementation**

When Navy YSF Programs cannot independently meet the Core Service Area requirements, Navy CYP professionals and YSF staff must identify existing needs. A needs assessment or gap analysis will be performed for the Navy YSF Program on each Navy installation to determine where partnerships will need to be developed in order to meet the Core Service Area requirements. In addition, a Directory of Opportunities (Directory) will be developed for each Navy installation to aid the Navy YF Coordinator in determining what sports and fitness opportunities are available on- and off-base that may assist Navy YSF Programs in meeting all program requirements.
4.1. The Directory of Opportunities

The Directory is an online resource (www.navygetfit.com) developed for parents, teens, and youth to access information about the available sports, fitness, health and nutrition, and recreation opportunities on base and in the communities surrounding each installation. The Directory includes useful information for parents and teens who are trying to find information on the available opportunities for activities on- and off-base. The information provided includes, but is not limited to, the name of the organization, contact information (i.e., name, phone, and email), physical location, distance from home and installation, Web site, registration dates and fees, and level of experience needed (i.e., skill building vs. competitive leagues).

The Directory is also an important resource for Navy YF Coordinators to use as a tool for planning and implementing programming to meet the Navy YSF Program requirements detailed in this OM (See Chapter 3). Listing an organization in the Directory does not in any way imply endorsement of the program. However, the YF Coordinator will be able to use the information provided in the Directory to understand if the criteria for partnering with off-base organizations has been met. These criteria include background checks for instructors and coaches, coaches’/instructors’ training, parent meetings/orientation sessions, and officials’ training/certifications.

CNIC has contracted with Penn State University to develop and maintain a Directory for each installation. Information found in the Directory will be populated and updated on an on-going basis so that the most current information is available. While program directors at all installations will be contacted to ensure that the most high-quality and accurate information is collected, it is anticipated that the contractor will maintain the Directory. However, Navy professionals will be responsible for reviewing the data in the Directory for accuracy and awareness of the information and informing parents of how to access and use the Directory as a tool.

4.2. Navy YSF Installation Implementation Needs Assessment

As part of the one-time implementation phase of the Navy YSF Program, CNIC (N92) will work in concert with each Navy CYP to assist in the following ways to establish a baseline:

- Provide training and guidance to help programs to understand the requirements within the Baseline and Locally-Selected offerings within each Core Service Area;
- Analyze required YSF sports and activities that are currently being administered;
- Summarize which requirements still need to be met and make a plan on how your Navy YSF Program can begin to move toward meeting these requirements;
- Use the Directory, developed for the installation, to understand and identify additional resources either on the installation (e.g., MWR, bowling center, and fitness center) or in the off-base community (e.g., schools and recreation centers);
- Determine whether potential partner organizations and special interest groups meet the Navy’s minimum partnership criteria requirements;
- Assist potential partner organizations in meeting Navy requirements and recommend appropriate partnering methods;
- Provide sample contracting and commercial sponsorship packages to assist with the partnering process; and
- Develop a marketing strategy to reach all families attached to the installation.

Once implemented, the Navy YSF Program is designed to be self-sustaining with regular support and technical assistance provided. The YF Coordinator is responsible for understanding the local demand for required YSF activities and using the installation Directory to research potential leagues and activities in the local area to determine whether they meet the YSF Program requirements. If there are insufficient players to fill a team, for example, it may be beneficial to use a community league rather than form a smaller league on base. In addition, if parents feel that Navy leagues are not competitive enough, Navy YSF staff must be knowledgeable about alternative programs/leagues in the local area for parents who are looking for other options for their child(ren).

4.3. Navy YSF On-Site Resource Area

Each Navy YSF Program should develop and manage a Youth Sports and Fitness Resource Area available to all parents, teens, and youth. The resource area may simply be one computer station located on-site within the Youth Center or Child Development Center (e.g., Youth Center computer room). This area must be available for parents to use to view the Directory by logging on to the searchable Directory. The searchable Directory will be set up in advance with a desktop icon for ease of use. Parents can then find information about the available Youth Sports and Fitness opportunities on and around their installation. Navy YSF Program opportunities will include information on local parks, fitness/recreation clubs, skate parks, skating rinks, and ball fields; in addition, information on program registration fees, dates, and contact information will be available. Other information related to sports and fitness that shall be kept in the Resource Area may include youth sports coaching opportunities, skills clinics, sports offered (on- and off-base), proper nutrition, exercise, and other YSF-related information. Finally, YF Coordinators should also utilize parents as resources to provide information concerning additional local off-base Youth Sports and Fitness activity information to be included in the Directory.
Chapter 5: NAYS Partnerships

1. Partnering with NAYS

The National Alliance for Youth Sports (NAYS; www.nays.org) and CNIC (N926) work together to assist Navy Youth Sports and Fitness (YSF) programming. The Navy’s partnership with NAYS furnishes YSF programming with a broad range of training, orientation programs, tools, support, and materials. In addition, NAYS dedicates a section of their Web site to providing Navy installations with specific information about NAYS and the Navy's commitment to safe, positive, and fun youth sports.

NAYS, a non-profit 501(c)(3) organization, promotes the value and importance of sports and physical activities in the emotional, physical, social, and mental development of youth. The Alliance believes: (1) participation in sports and activities develops important character traits and lifelong values; and (2) the lives of Navy youth may be positively impacted by participation in sports and physical activities, if the adults involved have proper training and information.

In addition to offering youth development programs for children, NAYS is the nation’s leading youth sports educator and advocate with national programs that educate administrators, coaches, officials, and parents about their roles and responsibilities in the context of youth sports. The NAYS’s goal is to make sports and activities safe and positive by providing programs and services that add value to youth sports. NAYS believes this can only happen if:

- Children receive positive instruction to build basic motor skills;
- Administrators (both professional and volunteer), volunteer coaches, and officials are well-trained, evaluated, and held responsible in their roles and responsibilities;
- Parents complete an orientation program to understand the impact that sports may have on their child's development; and
- The NAYS National Standards for Youth Sports are used as a guide for operating youth sports programs.

2. NAYS Chapter Requirement

All Navy YSF Programs, offering any type of on-base sports program or using NAYS training resources (e.g., NYSCA, PAYS, and NYSOA), are required to be part of a sanctioned Chapter of NAYS. A NAYS Chapter may include or cover several installations. Chapter 7 includes additional information about the training requirements for Navy personnel who support the YSF Program.
Once the YSF Program becomes a sanctioned NAYS Chapter, each installation with a NAYS Chapter will receive training, orientation, and support from the NAYS National Office to provide the following programs:

- National Youth Sports Coaches Association (NYSCA);
- National Youth Sports Officials Association (NYSOA); and (Note: NYSOA programs are not required if contracted officials are used.)
- Parents Association for Youth Sports (PAYS) programs.

The YF Coordinator, or other designated staff member, must ensure that the following requirements are met.

- Appoint and maintain a NAYS Chapter Director (Navy YF Coordinator or appointed staff member);
- Obtain and complete a current NAYS Chapter Application/Agreement Form. Chapters will be established by contacting NAYS (www.nays.org/navy);
- Complete a new Chapter Application/Agreement if a new Chapter Director is appointed;
  - If the individual taking over as Chapter Director has not completed the CYSA course and quiz, he or she must do so within 6 months of being assigned to this position.
  - Obtain and complete a current NAYS clinician exam. Clinician exams may be obtained by contacting NAYS (www.nays.org/navy).
  - Online completion of the PAYS program and NYSCA certification is also required for all Navy YF Coordinators and regularly assigned staff members so that these individuals understand and have experience completing these courses.
- Ensure that parents have completed the online PAYS course and have annually recertified themselves electronically through the online Code of Ethics. Chapter 6: Section 2 has additional information about the PAYS requirement;
- Refer coaches to the NAYS Web site to obtain the NYSCA certification for all sports that they will coach and to sign the Navy Coach’s Code of Ethics annually (See Chapter 7: Section 3.5);
- Schedule on-site NYSOA clinics and order training materials when necessary. At this time the NYSOA course is not available online (See Chapter 7: Section 3.6); and (Note: PAYS and NYSCA training and certification will be completed on-line. The NYSOA certification will be accomplished through on-site clinics.)
- Update information on the NAYS Navy Chapter Management Web Site as necessary.

3. **NAYS Navy Chapter Management Web Site (CHAPTER MANAGEMENT)**

The Chapter Management is an all-inclusive source for accessing training materials, information, and documentation for supporting the Navy YSF Program. The Chapter Management provides the functions necessary to efficiently manage the NAYS Chapter. All YF Coordinators are required to use the Chapter Management for the following:
Establish a coach’s account and authorize NYSCA training;
Maintain all coach’s administration files (See Chapter 7: Section 3);
Update and view past and current NAYS members online. This includes anyone who has participated in a coach’s clinic or official’s clinic and has passed the course with the installations Chapter;
Update, delete, and add clinician for NYSOA training information;
Email all of the coaches in the Chapter;
Place an order for NYSOA clinic materials;
View the coaches’ ratings; and
View PAYS members online.

4. NAYS National Standards

The NAYS National Standards for Youth Sports have been adopted by Navy Child and Youth Programs (CYP) and must be used as the foundation for all on-base Navy YSF Programs. NAYS developed the National Standards to provide guidance for youth sports programs. While the standards focus on organized youth sports opportunities, the NAYS philosophy, ethics, and beliefs are applicable to a variety of sports, fitness, and recreation programs and shall also be observed in a wide variety of youth activities offered in the on-base Navy centers.

In 2008, NAYS released its most recent version of the National Standards. There are nine standards directed at the league and program administrators. As a partner of NAYS, Navy YSF programming has adopted these guidelines for implementing YSF Programs on all Navy installations.

Below you will find a table dedicated to each of the NAYS National Standards. In the right column of each table, it is explained how the Navy YSF Program meets and, in some cases, exceeds these Standards. The Standards are organized into the following nine categories:

- Standard #1 Quality Sports Environment;
- Standard #2 Sports Participation Should be Fun and a Portion of a Child’s Life;
- Standard #3 Training and Accountability;
- Standard #4 Screening Process;
- Standard #5 Parents’ Commitment;
- Standard #6 Sportsmanship;
- Standard #7 Safe Playing Environment;
- Standard #8 Equal Play Environment; and
4.1. Standard #1: Quality Sports Environment

Navy YSF Programs must be developed and organized to ensure and enhance the emotional, physical, social, and educational well-being of children.

Background

A wide variety of youth sports experiences are available today. Historically, Youth Sports and Fitness programs have been modeled after adult-oriented programs using rules, skill expectations, and competitive requirements replicated from high school, college, and professional levels. Navy YSF Programs are designed with a developmental perspective in mind, and when these programs are properly administered, all youth, regardless of ability, will benefit from participation in these programs.

Rationale

Navy YSF Programs should be based on meaningful participation. Children mature physically and emotionally at different rates. In order to have a quality Youth Sports and Fitness environment, consider the appropriate age range of the participants, the rules of the sport, and the proper level of physical and emotional stress.

Implementation

<table>
<thead>
<tr>
<th>NAYS Standard #1</th>
<th>Navy Response</th>
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<tbody>
<tr>
<td>1 Leagues should be required to abide by written policies and procedures.</td>
<td>Navy YSF Programs are required to abide by written policies and procedures, including the OPNAV 1700.9 Series, this and other CYP Operating Manuals and in local SOPs.</td>
</tr>
<tr>
<td>2 Leagues should be guided by a written mission statement that provides a foundation for the program’s purpose and goals.</td>
<td>CNIC has established a <a href="#">Navy YSF Mission Statement</a> for all programs.</td>
</tr>
<tr>
<td>3 Leagues should maximize playtime for all by establishing a minimum play rule/policy.</td>
<td>Programs are required to provide opportunities for Navy youth to participate in at least 50 percent of game or activity time during all events (<a href="#">Chapter 8: Section 3.1</a>).</td>
</tr>
<tr>
<td>4 Leagues should organize programs using the following guidelines, although modifications can be made when total participation numbers are low: (a) developmental programs for children 6 years old and under; (b) instructional sports programs for 7 to 8 year olds; (c) organizational programs for 9 to 10 year olds; and (d) skill enhancement and enrichment programs for 11 year olds and above.</td>
<td>Navy YSF Programs are required to organize offerings into age-appropriate categories. While the NAYS guidelines are used, there may be crossover between these categories. For example, children 8 to 10 years old may participate together. In all cases, the activity will be age appropriate (<a href="#">Chapter 8: Section 3.1</a>).</td>
</tr>
<tr>
<td>5 Leagues should develop skill level assessments to establish teams using methods to ensure teams are balanced by considering weight, skill, and special needs when grouping children.</td>
<td>All Navy YSF Programs hold skill assessments prior to the start of the program activity for all sports programming (<a href="#">Chapter 8: Section 3.1</a>).</td>
</tr>
<tr>
<td>6 Leagues should establish a no-cut policy so all children can participate in recreational programs.</td>
<td>There is a standing no-cut policy within Navy YSF Program, so that all children have the opportunity to register and participate in all YSF Programs (<a href="#">Chapter 8: Section 3.1</a>).</td>
</tr>
</tbody>
</table>
4.2. Standard #2: Sports Participation Should be Fun, and a Portion of a Child’s Life

Navy YSF Programs are only one portion of a child’s life that must be balanced with other social and educational experiences and activities.

**Background**

The foundation for human development occurs during the early years of life. Individuals who are exposed to diverse learning situations increase their potential for successful development. Youth Sports and Fitness participation is a valuable component to a child’s overall healthy development.

**Rationale**

Navy YSF Program staff, parents, and volunteers need to encourage children to be involved in a variety of programs and activities while ensuring the child isn’t overscheduled or that activities won’t detract from academic learning. This participation may confirm participants will experience positive growth and development. Parents must respect a child’s decision to play or not play, while keeping in mind that commitment is still important for growth and development. Parents, coaches, and Navy YSF Program administrators must also realize that a child’s involvement in youth sports affects the entire family.

**Implementation**

<table>
<thead>
<tr>
<th>NAYS Standard #2</th>
<th>Navy Response</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Leagues, parents, and coaches should encourage participation in a variety of youth activities in addition to sports while not over-scheduling.</td>
<td>Navy YSF Programs are required to offer a variety of activity options for children. Adults, as mentors, in Navy YSF programs shall encourage youth to explore a variety of youth activities.</td>
</tr>
<tr>
<td>2. Leagues should establish rules that limit organized practices and games to:</td>
<td>Navy YSF Programs are required to limit the time children and youth spend at practices and games, using the NAYS standard as a basis (Chapter 8: Section 3.1).</td>
</tr>
<tr>
<td>*8 years and under: ≤ 1 hour a day and 3 days a week;</td>
<td></td>
</tr>
<tr>
<td>*9-12-year olds: ≤ 1.5 hours and 4 days a week; and</td>
<td></td>
</tr>
<tr>
<td>*13 years and older: ≤ 2 hours and 4 days a week.</td>
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</tr>
<tr>
<td>3. Leagues should adopt policies that make provisions for excused absences.</td>
<td>The Navy YSF Parent Fact Sheet shall be provided to parents and includes information about notifying the coach when a practice will be missed.</td>
</tr>
<tr>
<td>4. Everyone involved should understand that positive life skills are learned/gained from participation in youth</td>
<td>The Navy YSF mission is focused on the benefits that are realized from participating in YSF programming. All</td>
</tr>
</tbody>
</table>

Chapter 5: NAYS Partnerships
4.3. **Standard #3: Training and Accountability**

All adults involved with the Navy YSF Program must receive training and important information about the program and will be held accountable for their behavior.

**Background**

In many cases, adults involved with youth sports organizations have not received formal training; however, adults are an essential component of organized sports programs as their own motives, morals, and beliefs may influence how programs are conducted and program outcomes. If adult leaders have not had training, Youth Sports and Fitness program participation can lead to physical and emotional harm for participants.

**Rationale**

To ensure that everyone involved strives to make the youth sports program safe, positive, and fun for children, all Navy YSF Program staff, coaches, and parents must receive information about the program’s philosophy, policies and procedures, and specific knowledge required for each position. By holding everyone accountable for his/her behaviors, high-quality programming can be ensured.

**Implementation**

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<tr>
<th>NAYS Standard #3</th>
<th>Navy Response</th>
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<tbody>
<tr>
<td>1 Parents, coaches, and volunteers should be provided written information that outlines the program’s purpose, as well as policies and procedures.</td>
<td>The Navy Parent Fact Sheet provides information to parents about the Navy YSF Program and the activity, which their child is participating. Upon completion of the NAYS training, coaches and officials are provided a Position Description and Code of Ethics.</td>
</tr>
<tr>
<td>2 Coaches and staff should be trained in the following areas: the emotional needs of children; safety, injury prevention, and first aid; conditioning; hydration and nutrition; teaching proper sport techniques; including all children; child abuse prevention; and drug, alcohol, and tobacco prevention.</td>
<td>All Navy staff and volunteers are required to participate in a full range of training prior to beginning work with the Navy YSF Program, as well as on an ongoing basis, depending on their role (Chapter 7: Section 3.4).</td>
</tr>
<tr>
<td>3 Coaches should be encouraged to continually gain general and sport-specific coaching skills.</td>
<td>Completion of training and certification is mandatory for all coaches through the NAYS National Youth Sports Coaches Association (NYSCA) training; and they are required to sign the NYSCA Code of Ethics annually (Chapter 7: Section 3.5).</td>
</tr>
<tr>
<td>4 Leagues are encouraged to provide additional educational resources for coaches and parents to assist them in providing the best possible youth sports experience for each child.</td>
<td>Parents are provided educational materials regarding their child’s activity during the mandatory parent orientation meeting. Navy YSF Program partners with NAYS to provide educational material to all Navy YSF volunteers.</td>
</tr>
<tr>
<td>5 Adults involved should be provided information about the types of child abuse, recognizing symptoms of child</td>
<td>All adults receive Child Abuse Prevention, Education and Reporting (CAPER) training that focus on recognizing signs</td>
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<tr>
<td>NAYS Standard #3</td>
<td>Navy Response</td>
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<tr>
<td>abuse and neglect, and understand reporting procedures.</td>
<td>of abuse and the proper reporting channels. Information on reporting child abuse is also included in the Navy CYP Parent Handbook, staff handbooks and local SOPs (<em>Chapter 7: Section 3.4</em> and <em>Chapter 8</em>).</td>
</tr>
<tr>
<td>6 Leagues should adopt a positive coaching recruitment policy that encourages the recruitment and selection of qualified women and men regardless of race, creed, sex, or economic status.</td>
<td>The Navy YSF Program welcomes and encourages all eligible people to volunteer and participate in the Navy YSF program. The YSF Program is part of the Department of Defense and thus governed by a number of laws and policies emphasizing Equal Employment Opportunities (EEO) (<em>Chapter 7: Section 3.1</em>).</td>
</tr>
<tr>
<td>7 All volunteers should be required annually to sign a code of conduct pledging their commitment to provide enjoyable, healthful youth sports experiences.</td>
<td>The Navy YF Coordinator ensures that all volunteers of the Navy YSF Program sign the Code of Ethics annually (<em>Chapter 7: Section 3.7</em>).</td>
</tr>
<tr>
<td>8 Leagues should establish an accountability procedure and disciplinary process to remove anyone who does not abide by its policies and procedures.</td>
<td>All Navy YSF Programs administrators are required to ensure positive adult behavior and accountability in YSF settings. CYP professionals at YSF events should understand their role and how to respond if participating adults demonstrate negative behavior. These procedures are described in <em>Chapter 7: Section 3.9</em>.</td>
</tr>
<tr>
<td>9 Coaches and parents should encourage and apply proper principles of conditioning.</td>
<td>The Navy YSF Program mandates the NYSCA training for all coaches; thereby encouraging coaches to apply the proper principles of conditioning for youth, as outlined by NAYS, and to share these principles with Navy YSF parents (<em>Chapter 7: Section 3.5</em>).</td>
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### 4.4. Standard #4: Screening Process

To ensure the safety and well-being of children and youth participating in the Navy YSF Program activities, individuals with regular and repetitive access to or contact with children must complete the screening process.

**Background**

Navy YSF Program volunteers are crucial to the positive delivery of youth sports programs. Navy YSF Programs have a responsibility to protect participants against unsafe individuals by implementing a comprehensive screening system. Screening is a process, encompassing many elements, which an organization uses to protect participants.

**Rationale**

Navy YSF Programs must be selective when choosing volunteers since parents are entrusting their child’s well-being to the adults running the youth sports league. Consistent and comprehensive screening strengthens the organization’s protective shield. The time, energy, and costs invested in screening are much less than what will be necessary if an incident, abuse, or neglect occurs in the organization.
### Implementation

<table>
<thead>
<tr>
<th>NAYS Standard #4</th>
<th>Navy Response</th>
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<tbody>
<tr>
<td>1. Leagues must use appropriate and available screening techniques for selecting</td>
<td>The OPNAV 1700.9 Series identifies two categories of volunteers, specified and temporary. Policy regarding screening and background checks for these volunteers can be found in Chapter 7: Section 3.2 of this OM, and in the OPNAV 1700.9 Series.</td>
</tr>
<tr>
<td>and assigning individuals to ensure that children are protected.</td>
<td></td>
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<tr>
<td>2. A written screening policy should be included in policies and procedures.</td>
<td>Chapter 7: Section 3.3 provides policy about what documentation is needed for screening volunteers and how the information is to be maintained. The documentation applies to all specified and temporary volunteers.</td>
</tr>
<tr>
<td>3. A written job description outlining the duties and responsibilities should</td>
<td>The NAYS Code of Ethics (COE), which is required to be signed annually, includes a position description (PD) outlining the duties and responsibilities of the volunteer within the Navy YSF program. All employees are provided a written position description.</td>
</tr>
<tr>
<td>be available for every position.</td>
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<tr>
<td>4. Job descriptions should be read, signed, dated, and kept on file to ensure</td>
<td>Paid employees sign their PD’s at the time of hire and this information is maintained at the HR department in their Official Personnel File (OPF). Volunteers complete a PD/COE online annually.</td>
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<td>an understanding of the position and the league’s expectations.</td>
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<tr>
<td>5. Volunteers should be required to complete and sign an application form.</td>
<td>The DD2793, Volunteer Agreement, serves as the application and is completed by the volunteer and must be approved by the designated command official (Chapter 7: Section 3.3).</td>
</tr>
<tr>
<td>6. Leagues should contact references provided by potential volunteers.</td>
<td>Completed reference checks are required for all volunteers prior to approval of the volunteer application. The dates that the references are completed shall be documented on the CHAPTER MANAGEMENT or CYMS (Chapter 7: Section 3.3).</td>
</tr>
<tr>
<td>7. Leagues are encouraged to interview volunteers.</td>
<td>Prior to selecting volunteers, the applicant shall be interviewed and the responsibilities of the position explained (Chapter 7: Section 3.3).</td>
</tr>
<tr>
<td>8. A criminal history background check should be conducted on all volunteers.</td>
<td>Background checks are required for all volunteers. Verification of cleared background checks shall be kept for each volunteer on the CHAPTER MANAGEMENT or CYMS (Chapter 7: Section 3.3).</td>
</tr>
<tr>
<td>9. Leagues are encouraged to develop procedures and disqualifiers to determine</td>
<td>The OPNAV 1700.9 Series outlines automatic disqualifiers and the Department of Navy (DON) overall has a stringent adjudication process.</td>
</tr>
<tr>
<td>what issues make a volunteer undesirable.</td>
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#### 4.5. Standard #5: Parents’ Commitment

Parents/guardians must take an active and positive role in their child’s youth sports experiences.

**Background**

The Navy YSF Program should encourage parents to be involved in their child’s youth sports experiences by providing positive support as a spectator, a coach, and/or a Navy YSF Program administrator. Many parents do not become involved in their child’s youth sports experience, while others are overly involved. All parents should be required to demonstrate their positive commitment by signing a code, which outlines...
the opportunities their child should have through participation and clearly delineates the responsibility each parent has in supporting the youth sports experience.

**Rationale**

Parents are a key to their child’s positive youth sports experiences. Parents who receive an orientation and who are required to sign a code of conduct are usually more positive and supportive of their children. They need to demonstrate the participation benefits by attending games, practices, and team social events or by just expressing their positive support. Parents should discuss participation with their child and help in evaluating his or her experiences.

**Implementation**

<table>
<thead>
<tr>
<th>NAYS Standard #5</th>
<th>Navy Response</th>
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<tbody>
<tr>
<td>1 Parents should be required to complete a league orientation meeting annually.</td>
<td>A parent orientation meeting is required to inform parents of the benefits and risks associated with participation in general as well as the specific sport/activity (<a href="#">Chapter 6: Section 3</a>).</td>
</tr>
<tr>
<td>2 Teams should be required to have a minimum of one team/parents’ meeting at the</td>
<td>Activity-specific information for parents will be discussed at the parent meeting prior to the beginning of each season or activity (<a href="#">Chapter 6: Section 1</a>).</td>
</tr>
<tr>
<td>3 Parents must demonstrate their commitment to their child’s youth sports experience</td>
<td>(Chapter 6: Section 1).</td>
</tr>
<tr>
<td>4 A child should not be allowed to participate if their parent refuses to sign the</td>
<td>The Navy YSF Program encourages the family’s commitment to leading a healthy lifestyle demonstrated through positive reinforcement, the modeling of healthy behaviors, and keeping parent-child lines of communication about their experiences open (<a href="#">Chapter 6: Section 1</a>).</td>
</tr>
<tr>
<td>5 Parents should familiarize themselves with the specific sport, including the rules of the game.</td>
<td></td>
</tr>
</tbody>
</table>
4.6. **Standard #6: Sportsmanship**

Everyone involved in the Navy YSF Program should exhibit a positive sportsmanship behavior at all times.

**Background**

Children will follow the example of adult role models, positively or negatively. Children will copy or imitate sports behaviors witnessed, including the development of values based on that behavior. Adults must be a positive role model exhibiting sportsman-like behavior at games, practices, and at all times while giving positive reinforcement to the children and supporting their coaches, staff, and other volunteers.

**Rationale**

If the youth sports experience is to be positive for each child, adults must demonstrate sportsman-like behavior as a fan, coach, and/or Navy YSF Program staff. They need to encourage fun, guide with positive reinforcement, and give praise for successes along the way. When a child makes a mistake, separate the mistake from the child. Adults need to encourage peer support and give positive verbal support to the team members, opponents, and coaches.

**Implementation**

<table>
<thead>
<tr>
<th>NAYS Standard #6</th>
<th>Navy Response</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Leagues will develop a sportsmanship/conduct code that includes positive expectations and describes unacceptable behaviors (e.g., berating players, coaches, officials; use of vulgar language; and intoxication).</td>
<td>Policy around Navy YSF volunteer expectations regarding sportsmanship and conduct code are covered in the volunteer’s required training and in the combined Navy PD/Code of Ethics.</td>
</tr>
<tr>
<td>2 Leagues will promote fair play, respect for the game, and graciousness in losing or winning.</td>
<td>Navy YSF staff, contracted instructors, volunteers, and parents must promote fair play, respect for the game, and graciousness in losing or winning (Chapter 8: Section 3.1).</td>
</tr>
<tr>
<td>3 Leagues will communicate conduct requirements to administrators, coaches, parents, players, and spectators through policies and procedures, newsletters, email, Web site, telephone calls, and announcements.</td>
<td>Conduct requirements for the youth participants, as well as the administrators, coaches, parents, and spectators are communicated through policies and procedures, newsletters, email, Web site, telephone calls, and announcements and are discussed throughout this OM.</td>
</tr>
<tr>
<td>4 Leagues will develop an enforcement plan for implementing a sportsmanship/conduct code, including disciplinary procedures.</td>
<td>The Navy YSF Program requires all adults providing services in the program to conduct themselves in a competent and professional manner. Chapter 7: Section 3.9 discusses the enforcement of these requirements.</td>
</tr>
</tbody>
</table>

4.7. **Standard #7: Safe Playing Environment**

The Navy YSF Program must provide safe playing facilities and equipment, healthful playing situations, and proper first aid applications, should the need arise.
**Background**

Navy YSF staff and coaches have the responsibility to inspect and ensure proper maintenance of facilities; have knowledge of proper equipment selection and appropriate use; understand the physical consequence of improper skill techniques; have the ability to modify rules for safe-playing situations; realize the physical need for a proper child-oriented conditioning program; and have knowledge of prevention and first aid for athletic injuries, including the ability to implement emergency procedures.

**Rationale**

Children participating in youth sports are exposed to a variety of organized risk-taking opportunities. It is important for each Navy YSF Program to take every precaution to protect participants from dangerous situations, and, in the event of an accident or emergency, everyone must be prepared to respond appropriately.

**Implementation**

<table>
<thead>
<tr>
<th>NAYS Standard #7</th>
<th>Navy Response</th>
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</thead>
<tbody>
<tr>
<td>1 Leagues must implement procedures for inspecting playing facilities for safety hazards before every youth sports activity.</td>
<td>Navy YSF Programs are required to conduct a safety check prior to each season using the <a href="#">Equipment and Field/Facility Safety Checklist</a>. Additionally, Navy YSF staff members are required to conduct a daily visual facility/field inspection (Chapter 8: Section 4).</td>
</tr>
<tr>
<td>2 Leagues should develop procedures for continual safety inspections of all playing equipment.</td>
<td>A work order logbook for Equipment and Field/Facility Safety Maintenance checks must be maintained and updated regularly. The checklists and work orders must be maintained on file for review during the multi-disciplinary and CNIC annual inspections (Chapter 8: Section 5).</td>
</tr>
<tr>
<td>3 Leagues must not allow participation during unsafe conditions, such as lightning storms, darkness, playing sites in disrepair, etc.</td>
<td>Navy YSF Programs do not allow participation during unsafe conditions, such as lightning storms, darkness, or playing sites in disrepair (Chapter 8: Section 7).</td>
</tr>
<tr>
<td>4 Leagues should develop emergency action plans and these should be communicated to everyone involved at the beginning of the season or program.</td>
<td>All Navy Child and Youth Programs, including YSF, are required to have an established Mobilization and Contingency (MAC) plan for responding to emergency situations. The Navy YSF program should also be included in the overall command MAC plan. These plans will be communicated to all staff, parents, youth participants, and volunteers involved at the beginning of the season or program.</td>
</tr>
<tr>
<td>5 Leagues should establish procedures to ensure that all teams and events have an emergency first aid plan for administering to injuries, as well as polices in place for dealing with dangerous weather conditions and hazards that pose injury risks.</td>
<td>Coaches are required to receive CPR and First Aid training and are required to receive annual training on local emergency procedures. Programs are encouraged to quarterly practice procedures with all staff, volunteers, and participants to ensure everyone knows what to do in the case of an emergency (Chapter 8: Section 7).</td>
</tr>
<tr>
<td>6 Leagues should require basic medical and injury treatment forms to be properly completed and signed by parents.</td>
<td>Coaches must have on-person at all times a copy of each child’s Registration Form, CNICCYP 1700/04, which lists the emergency contacts and medical authorization for the youth participant or a print out with the information from CYMS (Chapter 8: Section 7).</td>
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<td>NAYS Standard #7</td>
<td>Navy Response</td>
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<tr>
<td>7  Leagues should require that at least one adult trained in CPR (cardiopulmonary resuscitation) and basic first aid is always on site at any practice or game.</td>
<td>All Navy YSF staff members and head coaches are required to maintain CPR and First Aid Certifications. It is required that copies of the certifications be maintained (Chapter 8: Section 7).</td>
</tr>
<tr>
<td>8  Leagues should require coaches to carry each player’s emergency contact and health information at all practices and games.</td>
<td>Coaches must have on-person at all times a copy of each child’s Registration Form, CNICCYP 1700/04, which lists the emergency contacts and medical authorization for the youth participant or a print out with the information from CYMS (Chapter 8: Section 7).</td>
</tr>
<tr>
<td>9  Leagues should demand that teams have a fully equipped first aid kit at all youth sports activities.</td>
<td>Navy YSF coaches are issued a travel first aid kit at the beginning of each season and are required to have the kit on-person at all times (Chapter 8: Section 7).</td>
</tr>
<tr>
<td>10 An AED (automated external defibrillator) should be located in proximity to all fields, courts, and rinks.</td>
<td>A portable AED is recommended but not required. The AED should be located onsite or in proximity of all Navy YSF fields and courts (Chapter 8: Section 7).</td>
</tr>
<tr>
<td>11 Leagues should remove coaches that knowingly allow a player to play while having a serious injury or knowingly create unsafe play situations.</td>
<td>The Navy YSF Program is responsible for removing coaches who knowingly allow a player to play while having a serious injury or knowingly create unsafe play situations (Chapter 8: Section 7).</td>
</tr>
<tr>
<td>12 Leagues should enforce a policy that requires written permission from a doctor prior to allowing a child to participate following an injury.</td>
<td>Written permission from a doctor is mandatory prior to allowing a child to return to play/participate in a Navy YSF sport or activity following a serious injury (Chapter 8: Section 7 and Parent Fact Sheet).</td>
</tr>
<tr>
<td>13 Leagues should provide information to everyone regarding proper hydration techniques.</td>
<td>Information about proper hydration for children can be found on the Parent Fact Sheet provided to parents.</td>
</tr>
<tr>
<td>14 Children below the age of 11 should participate in activities that contain limited collision potential and feature modified rules that will significantly reduce the chances of injury.</td>
<td>Collision sports shall not be played on base within any YSF Program nor shall count as meeting a Core Service Area requirement through an off-base organization (Chapter 8: Section 3.4).</td>
</tr>
<tr>
<td>15 Leagues should mandate that at least two adults are always present during practices, games, and any other related activity.</td>
<td>Two adults must always be present during practices, games, and youth activities to ensure accountability and the highest level of safety for Navy youth (Chapter 8: Section 2).</td>
</tr>
<tr>
<td>16 Leagues must adopt rules/policies banning rapid weight loss/gain procedures used solely for participation in youth sports.</td>
<td>Navy YSF Program mandates that rapid weight loss/ gain procedures among youth participants used solely for participation in youth sports is banned. As part of the Health &amp; Nutrition Core Service Area, youth participating in on base sports program should receive education about healthy eating habits (Chapter 8: Section 3.1).</td>
</tr>
<tr>
<td>17 Leagues must select equipment designed to ensure injury reduction for participants, (i.e. baseballs designed to reduce injuries, soccer shin guards, and approved protective equipment in contact sports).</td>
<td>Navy YF Coordinators and coaches must know how to properly use all equipment in their sport. This includes selecting properly fitting equipment that players use such as helmets, facemasks, and eye guards; and remain cognizant of how youth should wear and use equipment (Chapter 8: Section 6).</td>
</tr>
</tbody>
</table>
4.8. Standard #8: Equal Play Opportunity

All Navy YF Coordinators, staff, parents, and coaches must provide equal play opportunity for all youth regardless of race, creed, sex, economic status, or ability.

Background

The cost of participation in youth sports is financially out of reach for some families. Sports opportunities for girls, minorities, and children with disabilities have improved but remain unequal.

Rationale

All children deserve the opportunity to play regardless of race, creed, sex, economic status, or ability. All adults working with youth should recognize stereotyping and demand that prejudice of any type be prohibited. Every effort should be made to provide financial assistance to those unable to afford participation, including the cost of safety equipment. Adult Navy YSF Program leaders must teach acceptance, tolerance, and respect for people of all abilities, sizes, shapes, colors, and cultural and economic backgrounds.

Implementation

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<tr>
<th>NAYS Standard #8</th>
<th>Navy Response</th>
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<tbody>
<tr>
<td>1 Leagues must adopt a non-discrimination policy that ensures participation for all children regardless of race, creed, sex, economic status, or ability.</td>
<td>All YSF Programs will be operated without discrimination to race, color, sex, special needs, national origin or the grade and rank of the sponsor. Furthermore, YSF Programs will support the inclusion and participation of children with and without special needs through an attitude and philosophy that welcomes and supports all children and their inherent right to participate fully in society, and where children can live, learn, and play together.</td>
</tr>
<tr>
<td>2 Leagues should make provisions whenever possible to allow all children to participate regardless of their financial ability to pay.</td>
<td>OPNAV 1700.9 Series and the Annual CNIC fee policy provide information regarding financial hardship waivers. Adequate safety equipment should be available for each sport for use by children who are unable to obtain individual equipment.</td>
</tr>
<tr>
<td>3 Leagues are encouraged to provide programs that allow boys and girls to participate together whenever possible.</td>
<td>Both boys and girls shall be provided opportunities to participate in all activities <em>(Chapter 8: Section 3.1)</em>.</td>
</tr>
<tr>
<td>4 Leagues must encourage equal playtime for all participants.</td>
<td>The Navy YSF Program allows for maximized playtime for all youth. That is, all youth shall have the opportunity to participate in at least 50 percent of game or activity time during all events (e.g., a minimum of 3 innings of a youth baseball/softball game) <em>(Chapter 8: Section 3.1)</em>.</td>
</tr>
<tr>
<td>5 Leagues must make reasonable accommodations to encourage children with disabilities to participate.</td>
<td>The goal of inclusion in the Navy YSF Program is to support the participation of children with and without disabilities. Navy YSF Programs make accommodations to policies, practices, and procedures so that children can participate and be successful in all Navy YSF activities <em>(Chapter 2)</em>.</td>
</tr>
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4.9. **Standard #9: Drug, Tobacco, Alcohol, and Performance Enhancer-Free Environment**

Parents, coaches, officials, fans, players, and Navy YSF Program staff must be drug, tobacco, alcohol, and performance-enhancer free at youth sports activities.

**Background**

Sports participation has long been characterized as a means of developing character and positive values. Research indicates that peer pressure, negative peer group associations, and unhealthy adult role models may actually increase the use of drug, tobacco, and alcohol use among youth participants and may lead to the use of performance-enhancing drugs.

**Rationale**

Adults involved in the Navy YSF Program must be educated about all drugs, including performance-enhancing drugs. The Navy YSF Program should have policies to deal with the use of drugs, tobacco, and alcohol, emphasizing prevention through education. Navy YSF parents, program staff, and coaches should be trained to identify signs of usage and know how to access community resources. Healthful role modeling is imperative for influencing youth participants to avoid drug, tobacco, and alcohol use and to promote safe and healthy improvements through proper training methods that do not involve the use of performance-enhancing drugs.

**Implementation**

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<tr>
<th>NAYS Standard #9</th>
<th>Navy Response</th>
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<tr>
<td>1. Leagues should adopt rules prohibiting the use of performance-enhancing</td>
<td>Information about positive role modeling from Navy YSF staff, volunteers, and parents, and policy regarding the use of drugs, tobacco, and alcohol in the Navy YSF setting can be found in Chapter 8: Section 8.</td>
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<td>drugs, alcohol, illegal substances, and/or tobacco at all youth sports events.</td>
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<td>2. Leagues should provide coaches and parents educational information on</td>
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<td>identifying signs and symptoms of substance use.</td>
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<td>3. Leagues should establish written policies and implementation procedures for</td>
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<td>immediately dealing with substance use by coaches and players and</td>
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<td>communicate this information to coaches, players, and parents.</td>
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<td>4. Leagues should continually encourage dialogue between coaches, players,</td>
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<td>and parents about the need for an alcohol, tobacco and drug-free environment</td>
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<td>for children.</td>
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<td>5. Leagues must ban all forms of tobacco use during any youth sports related</td>
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<td>activity.</td>
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<td>6. Leagues should discourage participants from using caffeine products (e.g.,</td>
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<td>pills, gum, and drinks).</td>
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<td>7. Leagues must not allow alcohol to be sold or allowed to be brought into</td>
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<td>youth sports games, practices, or related events.</td>
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<td>8. Leagues should develop an enforcement plan for removing adults and players</td>
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<td>who appear to be under the influence of drugs, alcohol, or any illegal</td>
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<td>substances.</td>
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Chapter 6: 
Parent Relations

Parent involvement is an integral element of success for Navy Youth Sports and Fitness (YSF) Programs. Current research overwhelmingly supports that there is a connection between positive, supportive parental involvement and a child’s level of enjoyment and success in the sport or activity in which he or she is participating. Parents should be regarded as partners and every effort should be made to maximize opportunities for parent participation in all facets of Navy YSF Programs. This chapter outlines ways to involve parents and ensure that they are educated and informed about the Navy YSF Program.

1. Parent Involvement

Parents play a key role in youth participation in sports, fitness, and health activities. Not only can parents promote a healthy lifestyle for their children by preparing and providing healthy foods and participating in family physical activities, but they can facilitate participation in youth sports and fitness activities by providing transportation and paying fees. The family’s commitment to leading a healthy lifestyle must be demonstrated through positive reinforcement, the modeling of healthy behaviors, and keeping parent-child lines of communication open. Parents can introduce and reinforce positive lifestyle behaviors by becoming educated around these topics. It is important to note, then, that the entire family’s commitment to leading a healthy lifestyle is critical in meeting the YSF Program goals. The Navy YSF staff members can help through positive, open communication with parents.

All Navy Child and Youth Programs (CYPs) are required to have a parent participation plan. This plan shall include opportunities for parents to be involved in on-going and family-specific Navy YSF Program activities, including opportunities for families to be educated on healthy lifestyles. Some examples of how YSF Program staff can promote parent involvement (e.g., leading and participating in activities) across the five Core Service Areas include:

- Familiarizing parents with the specific sport and or fitness activity (e.g., rules of the game, schedule, and supplies needed);
- Sharing healthy eating ideas with parents that can be used with the entire family;
- Encouraging parents to participate in or conduct cooking classes;
- Involving parents in developing the CYP garden;
- Inviting parents to participate in community gardening activities and events;
- Collaborating with MWR on Family Fitness events;
- Conducting Family Field Days where families can participate in family activities;
- Asking parents to bring in healthy snacks for their child’s team on game day;
2. Parents Association for Youth Sports (PAYS)

The Parents Association for Youth Sports (PAYS) program is a mandatory training for parents who have children active in Navy YSF sports programs. This brief training provides parents with an awareness of their roles and responsibilities in supporting their child’s sports experience, and the training outlines standards of behavior for parents that encourage them to take active and positive roles in their youth’s sports activity. Additionally, PAYS helps parents to understand Navy YSF mission and goals and how they can support their child’s coaches.

One parent from each child’s family must complete the PAYS training program in order for the child to participate in a Navy YSF sport. If a family has multiple children involved in the YSF Program or one child is involved in more than one sport, the parent must only complete the PAYS program once. CNIC (N926) centrally funds the PAYS program for every family in the Navy YSF Program.

Parents shall be provided information on how to access the NAYS Web site and information for completing the PAYS program. Parents will then be able to log in and participate in the interactive training and sign a pledge committing to uphold the PAYS Parent Code of Ethics. Each parent will then be linked to his or her child in the NAYS Navy Chapter Management Web site (CHAPTER MANAGEMENT) where the YSF program can access the information when needed. In addition, when families move to another installation location, the PAYS will be transferrable and able to be tracked online.

While parents are only initially required to take the on-line training when a child from their family participates for the first time in a Navy YSF sport, they are required to annually reaffirm their pledge to uphold the PAYS Parents Code of Ethics. Because there is a fee associated with the annual pledge, YSF programs will need to advise parents when the pledge affirmation is due and provide them with the information needed to access the PAYS Web site. A list of parents who have completed the training and/or completed an annual update is available through the View/Update Members feature in the CHAPTER MANAGEMENT.

3. Parent Orientation

A parent orientation meeting is required to provide information to parents about the sport in which they enrolled their child(ren). Orientations should be conducted prior to the initiation of any sports. This is an opportunity to exchange ideas and discuss how programs will be conducted, as well as to inform parents of the benefits and risks of sports participation. During the parent orientation, the following items must be included:

- Remind parents who have not yet completed the PAYS training and/or signed the code of ethics of the requirement. In order to assist with ensuring the PAYS requirements are met, program staff should access the CHAPTER MANAGEMENT, verify which parents have completed the training and e-mail a reminder to parents who have not prior to the meeting;
- Outline volunteer opportunities;
Discuss safety issues (e.g., bringing water to sports events and completing medical information for coaches);

Discuss proper conduct for parents and athletes during practices and games;

Ensure that parents understand the importance of participation in a variety of youth activities in addition to sports while not over-scheduling; and

Discuss the information on the Navy YSF Parent Fact Sheet with parents, including information such as the basic rules of the sport, equipment and uniform requirements, and promoting good sportsmanship and skill development for their child.

4. Parent Recognition

Developing and implementing recognition strategies for parents is an important and effective way to encourage parents to be involved in their child's YSF Program experience. Navy YSF Programs should utilize formal and informal recognition methods.

Each year, all programs conducting on-base sports programs are required to identify and submit an application for at least one outstanding parent for the NAYS National Awards Program to be recommended for the PAYS Parent of the Year Award.

Examples of Parent Recognition

- Presenting parents with a letter from the command thanking them for their support; and
- Recognizing parents at an event.
Chapter 7: Personnel Management

The Navy Youth Sports and Fitness (YSF) Program is designed to promote the positive development of youth through sports and fitness activities; thus, a team of qualified, trained Child and Youth Programs (CYP) professionals is required. Effective personnel management is critical to the successful operation of the YSF Program. This chapter outlines standards for Navy YSF staff members, contracted instructors, and volunteers. Specifically, information is included regarding recruitment, qualifications, and training. In addition, this chapter ensures that regardless of the role, all personnel understand the Navy YSF Program’s purpose, policies, and procedures. Each Navy YSF Program must develop an enforcement plan for implementing a sportsmanship/conduct code, including disciplinary procedures. Additionally, a comprehensive training program is under development as a companion to this Operating Manual (OM).

1. Navy YSF Program Staff

Navy YSF Program staff shall operate in accordance with the OPNAV 1700.9 Series, established Management Standards, and specific standardized position descriptions which define the work. CNIC (N926) will perform installation-level implementation needs assessments to determine the scope of on and off base programming, geographic variables, environmental factors, the population served, as well as specific budget and staff requirements. This assessment will be used to determine authorized staffing at each installation and/or in some cases across the region.

Training Requirements

A job description and an Individual Development Plan (IDP) have been developed specifically for the YF Coordinator and YF/Teen Coordinator positions. All individuals who are responsible for YF Coordinator duties are required to attend and pass the NAYS Academy for Youth Sports Administrators and earn a Certified Youth Sports Administrator (CYSA) credential within one year of assignment. This course is available on-line and is funded centrally through CNIC (N926).

Furthermore, designated YF Coordinators, who are assigned as the NAYS Chapter Director, are required to renew their CYSA certification every two years by attending the annual NAYS Academy for Youth Sports Administrators and earn a Certified Youth Sports Administrator (CYSA) credential within one year of assignment. This course is available on-line and is funded centrally through CNIC (N926).

In addition to the DoD Youth or SAC modules, direct care staff, who work on a regular basis (50 percent or more of their scheduled hours) supporting the Navy YSF Program, are required to complete the Navy
Youth Sports and training specific to programs with which they are assisting (e.g., Start Smart or Triple Play training). All staff working in Navy YSF shall receive instruction in the following areas: safety, injury prevention, CPR, and first aid; concussion prevention and treatment; physical conditioning; hydration and nutrition; proper sporting techniques; and drug, alcohol, and tobacco prevention.

2. **Contracted Instructors**

In some YSF Programs, contracted instructors may be used to meet YSF programming requirements. The YF Coordinator is responsible for identifying instructors to conduct and lead programs to meet these needs, and ensure they understand the Navy YSF Program’s purpose, policies, and procedures. This is true whether the YSF instructor is contracted by MWR or CYP.

Contracted instructors are hired by the CYP or Morale, Welfare, and Recreation (MWR) programs to teach specific classes. Typically, these instructors are hired under a “services contract,” which outlines a payment agreement between the CYP or MWR program and the instructor. A sample Service Contract Agreement will be provided as part of the assessment implementation package.

The following is to be included in all instructor service contracts:

- Contractor responsibilities;
- Liability insurance (CNIINST 5890.1 Chapter 8/802/Section C) requirements;
- Certification or credentials related to teaching field (see below);
- Documentation of references (three professional and three personal); and
- Proof of completed Background Checks. *Note:* Background checks are required to be completed every 2 years. The type of check conducted must be based on the type of service to be provided. For example, an official, not working directly with children shall have a minimum of an Installation Records Check (IRC) or local police check, while a dance instructor working directly with children must have a check that includes an IRC or local police check AND a check that includes a check of the FBI name/fingerprint files and the National Sex Offender Registry. The volunteer background check section below can be used as a guide when considering the services to be provided.

All instructors within the YSF Program must have current certifications based on national governing body criteria. This includes the following:

- All fitness instructors (e.g., personal trainer, nutritionist, aerobics instructor, etc.) shall possess current certification from a nationally recognized health and fitness organization and possess knowledge of health promotion concepts. Some examples of current certifications for fitness instructors may include, but are not limited to: American College of Sports Medicine (ACSM), National Strength and Conditioning Association (NSCA), American Council on Exercise (ACE), and the Spinning ® certification.

Outdoor recreation professionals must possess the minimum technical and professional qualifications including education, training, technical expertise, and experience associated with the outdoor recreation activity through the governing body that oversees these activities. The YF Coordinator must check on credentials to confirm all governing bodies are valid sources for the skill set being contracted. Some
examples of governing bodies for outdoor recreation activities include, but are not limited to: National Field Archery Association, U.S. Biathlon Association, U.S. Orienteering Federation, and U.S. Canoe and Kayak Team. For more information on the governing bodies for outdoor recreation activities please see the Guide to Instructor Certification Governing Bodies and/or the BUPERSINST 1710.11 Series, Operation of MWR Programs, Chapter 19. All contractors’ documentation, including items comprising the Service Contract Agreement and a copy of all current certifications, must be completed and kept on file in the Youth Center to certify an understanding of the position and the YSF Program’s expectations. Any PII information shall not be maintained on a contracted instructor by the YSF program.

3. Volunteers

Volunteers are essential in ensuring Navy YSF Program success. The YSF Program could not exist without the support of volunteers who perform the role of coaches, officials, team parents, and scorers. Volunteers provide the manpower needed to conduct a vast array of programs and the energy and motivation required to achieve a successful program. This chapter outlines policies and procedures related to recruitment, training, and support of volunteers.

3.1. Recruiting Volunteers

Marketing the Navy YSF Program on the installation is an important and visible tactic in attracting and recruiting volunteers for specific sports and activities. To raise awareness regarding volunteer needs, one may place flyers, posters, and announcements in populated areas such as the Food Court, NEX, Fitness Center, and Movie Theater. Using technology such as the Youth Program Web site, Facebook, and Textconnect, is useful in recruiting volunteers. Another recruiting method involves establishing relationships with key members of the command; this can be a critical step in building a network of volunteers. The Installation Commander, Command Master Chief, Ombudsman, members of the Officer’s and Chief Petty Officer’s Associations, and Single Sailor program managers are just a few examples of contacts who can spread information and encourage volunteer participation. Military members are often looking for opportunities to volunteer, which not only allows them to contribute to the community but also can enhance their evaluations.

3.2. Volunteer Background Checks

The Navy YF Coordinator is responsible for identifying and recruiting volunteers, specifically coaches. The vast majority of YSF Program volunteers are typically youth sports coaches. The OPNAV 1700.9 Series identifies two categories of volunteers, specified and non-specified. Specified volunteers are those who volunteer in the Navy YSF Programs on a regular basis (i.e., > 90 days), while non-specified volunteers are individuals who volunteer less frequently. The requirement for background checks is impacted by the amount of time required to process the checks. OPNAV 1700.9 Series provides policy on background checks for all personnel working with children in Navy CYP programs.
Specified volunteers support the Navy YSF Program on a regular basis and typically for a period longer than 90 days (from first day of service, not from application date). Coaches, because of their continual involvement with youth during a sports season, typically fall into this category. An Installation Records Check (IRC) and a National Agreement Check with Inquiries (NACI) are required. The NACI takes approximately 90 days to process. If a program is certain that the volunteer’s total time will not exceed 90 days (calculated from the initial application), then only the IRC should be completed. However, if a NACI is not completed, the volunteer must follow the same line of sight restrictions as a non-specified volunteer outlined in the following paragraph. This would also apply to volunteer instructors who will work directly with children. If the volunteer is an active duty service member, an IRC and verification of a current security clearance/background check meets the requirement for specified volunteers.

Non-specified volunteers typically support the Navy YSF Program on a less frequent basis. An IRC or local police check is required for non-specified volunteers. Because non-specified volunteers do not receive the same level of checks as a specified volunteer, non-specified volunteers must always be in the line of sight of a coach or a Navy YSF Program staff member with a completed NACI. Officials will typically be included in this category. Scorekeepers do not need to be considered for the purpose of tracking since it is normally an impromptu volunteer act.

Volunteers who provide assistance on a one-time basis (e.g., teach a nutrition class) and will be supervised by cleared staff members are not required to have a background check or complete required volunteer training. If the volunteer assistance extends, then requirements for non-specified or specified volunteers must be met. This does not include command personnel, such as the installation nurse or fitness instructor acting in the capacity of their duties – even if they choose to volunteer on their own time; however, they must never work alone and assigned CYP professionals must still maintain supervision over the children.

Parents who participate as a team parent or are involved in their child’s experience are not considered volunteers and are not required to meet volunteer requirements.

If an IRC is required, the check must be completed in advance of the volunteer providing volunteer services. The IRC must be completed every two years or at any time volunteer services are not provided for 6 consecutive months.

Reference checks are required to be completed on all specified and non-specified volunteers. The Volunteer Information Form, CNICCYP 1700/05 is used to collect reference information. References are required to be checked prior to acceptance of volunteer services and should be conducted based on local installation policy. The dates that the reference checks are completed shall be maintained in the NAYS Navy Chapter Management Web site (CHAPTER MANAGEMENT).

A Navy CYP Statement of Admissions, CNICCYP 1700/09, shall be completed by every volunteer during the application process and then annually. The form asks whether the individual has ever been arrested or charged with a crime involving a child or felony drug abuse.

### 3.3. Volunteer Administration

OPNAV 1700.9 Series outlines volunteer administration requirements. Prior to selecting volunteers, the applicant should be interviewed, and the responsibilities of the position explained.

All volunteer information is required to be maintained electronically in the Chapter Management or in CYMS. A Chapter Management account will be established for every Navy YSF Program NAYS Chapter. Additional
fields have been added to the NAYS Chapter Management Web site specifically for Navy programs to track all required volunteer information for Navy coaches and/or officials who have been authorized through the chapter.

The following bullets provide policy about the volunteer application process, required documentation and file maintenance. The documentation outlined below applies to all specified and temporary volunteers.

- OPNAV 5380.1 Series requires that all volunteers complete a Volunteer Agreement, DD 2793. The DD 2793 acts as the application form for all volunteers of the Navy YSF Program. The form shall be signed by the responsible approving official, and kept on file for command and/or CNIC review. The date the form is signed shall be documented in the Chapter Management or CYMS.

- During the application process, the Volunteer Information Form, CNICCYP 1700/05, is used to collect needed information from the individual. This information is used to establish a file in the Chapter Management or CYMS and to process required reference checks (See Chapter 7: Section 3.2). The form shall be maintained on file for a minimum of 2 years for reference verification. The dates the references are verified shall be entered into CYMS or the Chapter Management.

- Background Checks are required as indicated in the Background Check section above. Applicable dates of when the checks were initiated and completed are required to be documented electronically in CYMS or the Chapter Management. Navy YSF Programs are not authorized to keep any additional documentation of background checks.

- The Navy CYP Statement of Admissions Form, CNICCYP 1700/09, must be signed initially and then annually by volunteers. The date the form is signed must be entered into CYMS or the Chapter Management.

- Volunteer training requirements are indicated in the following section. The dates that required training is completed must be kept electronically in the Chapter Management or in CYMS.

- Proof of required certification(s) (if applicable) must be verified, and a copy of the certification(s) must be kept on file.

- Programs are required to maintain a system for tracking the amount of time donated by the volunteer. This information is required by OPNAV 5380.1 Series and is entered on Part IV of the Volunteer Agreement, DD2793 at the end of the volunteer’s service. The Volunteer Hours Tracking Form, CNICCYP 1700/02 has been provided as an option for tracking this information. Program may also choose to track this information electronically.

The YF Coordinator, or other designated responsible staff, shall place any volunteer who will no longer be volunteering for the YSF Program or who is transferring to another command into the Chapter Management archive file. The Chapter Management archive file will be available to any Navy YSF Program. This policy enables easy access to a certified Coach’s or Official’s current training when transferring from another command.

All Volunteer records shall be retained within the Chapter Management or CYMS and after three years following termination of any/all volunteer’s service (no volunteer service activity), the volunteer’s records shall be electronically archived to an inactive archive folder within the Chapter Management.
3.4. Volunteer Training

All Navy YSF Program volunteers, specified and non-specified, are required to complete orientation and annual training. Standardized volunteer orientation training is under development and will be the required for all Navy YSF volunteers once completed. While this training is under development, programs should ensure training is completed and documented prior to individuals volunteering in a Navy YSF Program. Volunteers who provide assistance on a one-time or very limited basis (e.g. teach a one-time nutrition class, read a story to a group, officials etc.) are not required to meet these training requirements.

Navy YSF Volunteers are required to participate in the following trainings:

- Navy YSF Volunteers are required to receive initial orientation training prior to working with children. This orientation training shall include the following topics: Child Abuse Prevention and Reporting, Developmentally-appropriate Practices, Guidance and Touch, Health and Safety, Inclusion, and the Role of the Volunteer.
- Annual training to include local emergency, fire safety, and evacuation procedures.

Documentation of volunteer training is required to be maintained electronically in the Chapter Management or CYMS.

3.5. Coach Training Requirements

Volunteer coaches, including those designated as either the Head Coach or Assistant Coach, must meet all of the volunteer training requirements outlined in the previous section. In addition to these training requirements, at least one coach per team (typically this will be the Head Coach) must meet the following additional requirements:

- Complete the requirements for the National Youth Sports Coach Association (NYSCA) certification for the specific sport they are coaching (See additional information below); and
- Maintain current CPR and First Aid training.

While only one coach per team is required to maintain NYSCA and CPR/First Aid certifications, YF Coordinators shall strongly encourage and actively promote the benefits of these certifications to all volunteer coaches. These certifications offer additional capabilities to the individual volunteer, the YSF program and flexibility with staffing scenarios since one coach with current certifications must always be present during practices and games (See Chapter 8; Section 1).

NYSCA Certification

The NYSCA training for volunteers includes information about the psychology of coaching youth sports, safety and first aid, practice and game organization, and skill and technique development. The NYSCA training is a two-part online training that provides an introduction to coaching youth sports and sport-specific information.
The YF Coordinator will provide potential coaches with information about the steps to complete the NYSCA online training. The NYSCA training is required to be completed prior to working with children and therefore, should be scheduled as volunteers are identified. The cost of the NYSCA training is centrally funded through CNIC (N926).

Once the NYSCA training is complete, volunteer certified coaches sign the NYSCA Code of Ethics/Position Description and become members of NYSCA for one year. If they volunteer to coach an additional sport within the year, they are only required to complete the sport-specific portion of training for that particular sport. If volunteer certified coaches return the following year, the YF Coordinator must authorize them to re-new their membership and then they must re-pledge online to uphold the code of ethics and obtain sport-specific training for any new sport for which they have not received training. The NYSCA training documentation will be maintained on the Chapter Management.

**CPR and First Aid Training**

Navy YSF Programs are strongly encouraged to offer the American Red Cross Sport Safety Training Program to all volunteer personnel. This provides YSF staff and coaches with the knowledge and skills necessary to help provide a safe environment for athletes engaged in sports and, in an emergency, to help sustain life and minimize the consequences of injury or sudden illness until advanced medical help arrives. The content and activities would help participants identify and eliminate potentially hazardous conditions, recognize emergencies, and make appropriate decisions for first aid care. Courses within the program teach first aid skills that coaches and other participants may need to perform as the first link in the Emergency Medical Services System. This training can be requested locally through the American Red Cross Chapter and includes the following content: Sports Injury Prevention and First Aid, Adult CPR, Child CPR, AED Essentials, and Youth AED.

### 3.6. Officials’ Training Requirements

Depending on the process for acquiring or recruiting officials, the YF Coordinator must ensure that all officials are either part of the National Youth Sports Officials Association (NYSOA) or are certified contracted officials. Recreational sports that are not focused on scores and standings are not required to have certified officials. For example, parents, who understand the sport, may provide officiating support. When contracting for officials, YSF Programs shall follow local procurement policies and ensure that the contract includes the requirements within Chapter 7: Section 2.

The best youth sports officials are those who understand the sport, the age and developmental implementation of the rules, and how to enforce the rules. Officials should possess outstanding communication skills in order to interact with players and coaches in a positive manner, display poise, have integrity, and use good judgment.

YSF volunteer officials will typically be considered non-specified volunteers and should never work alone with children. YSF Program volunteer background check requirements shall be followed; however, officials are not required to complete the training listed above in Chapter 7: Section 3.4.

As a NAYS Chapter, each installation will possess the information and resources required to offer and teach the NYSOA program to all officials (volunteer or contracted). The NYSOA provides training, support, and
continuing education to officials for youth sports programs. The training shares information on characteristics common to all successful sports officials, the importance of being a role model, first aid and safety, and other important topics. The cost of the NYSOA training is centrally funded through CNIC (N926).

To become a member of the NYSOA, potential officials must participate in a face-to-face interactive training video, successfully complete an exam, review and sign the NYSOA Code of Ethics/Position Description. A certified NAYS clinician is required to administer the NYSOA clinic and enter the official’s certification information in to the Chapter Management. Certified officials are required to electronically recertify their Officials’ Code of Ethics Pledge annually (Note: the NYSOA training is not currently available on-line).

The Navy YF Coordinator is responsible for enforcing the Officials’ Code of Conduct.

3.7. Volunteer Conduct Expectations

To ensure the youth sports experience is positive for each child, adults must demonstrate sportsmanlike behavior when acting as a fan, coach, and/or Navy YF Coordinator. Adults need to encourage fun, guide with positive reinforcement, and give praise for successes along the way. When a child makes a mistake, separate the mistake from the child. Adults need to encourage peer support and give positive verbal support to team members, opponents, and coaches of their child. The Navy YSF Program expectations for positive adult behavior in YSF settings are aligned with the NAYS National Standard #6 (See Chapter 5: Section 4.6). Further, the Navy YF Coordinator is responsible for enforcing the Code of Conduct for all volunteers.

3.8. Volunteer Recognition

Developing and implementing a recognition program for volunteers is an important and effective way to maintain a strong pool of qualified volunteers. Recognition of volunteers for their time, effort, and dedication leads to retention of volunteers. YSF Programs should utilize formal and informal recognition methods.

Each YSF program will be required to identify at least one outstanding volunteer and submit an application for the NAYS National Awards Program. The Navy YSF Program should identify a volunteer coach to be recommended for the NYSCA Volunteer Coach of the Year Award.

3.9. Volunteer Code of Conduct Enforcement

Ensuring that volunteers and mentors providing services to the CYP conduct themselves in a competent, professional manner is critical to the experience of children and youth participating in Navy YSF activities. Incidents and complaints shall be handled on a case-by-case basis by the Navy YF Coordinator or the CYP Director at the facility. Information about the local process for submission of parental concerns and for handling complaints must be published in the Navy CYP Parent Handbook, which all parents are required to receive. Additionally, the Navy YSF Parent Fact Sheet, provided to parents shall discuss the coach’s performance rating system available through the NAYS Web site.
In all cases, the well-being of the children or youth participating in the program must always take the highest precedence, and volunteers must be removed from the program if any doubt of their competency exists. If a code of conduct violation occurs during an YSF activity, the CYP Professional in charge will have the authority to handle the situation. For example, if a coach becomes unruly or threatening during a game, the YF Coordinator or CYP Professional present should, if necessary, ask the coach to leave the vicinity. If an incident escalates, assistance from base security may be necessary to alleviate the situation and ensure the safety of participants.

If a volunteer is removed from the program, the YF Coordinator is responsible for finding a back-up CYP Professional or volunteer so that the activity can continue. In most cases, this will be the assistant coach or another qualified volunteer with event-specific knowledge and familiarity with the participants. The safety of participating youth and decisions made to protect their well-being must always be the top priority. If any doubt of the individual’s competency to provide support for children arises, he or she must immediately be removed from the program.

The OPNAV 1700.9 Series provides information related to the CYP Quality Review Board (QRB), which provides recommendations for approval or denial of the CYP volunteer’s participation. The CYP QRB is also the mechanism for hearing appeals made by these individuals.
Chapter 8: Implementing On-Base YSF Programming

Ensuring the safety of all people involved in Navy Youth Sports and Fitness (YSF) programming is a priority. The most important considerations associated with implementing on-base sports and fitness activities revolve around maintaining a safe environment for the participating youth, parents, volunteers, and staff. Some examples include: operating safe facilities; making sure emergency procedures are in place; ensuring staff and volunteers receive appropriate training in child abuse prevention/reporting and fire/accident prevention and response; maintaining adult to child ratio; purchasing and maintaining safe equipment/materials; and ensuring that youth, parents, volunteers, and staff receive appropriate safety education.

Child and Youth Programs (CYP) management and other installation agencies are responsible for child and youth safety, including the Safety Officer, Preventive Medicine, Environmental Services, Morale, Welfare, and Recreation (MWR) maintenance, and Public Works. This chapter outlines emergency and safety procedures that must be followed by all Navy YSF Programs.

1. Child Abuse and Neglect Prevention

All Navy CY programs must foster an environment that is free from all forms of abuse and maltreatment. OPNAV 1700.9 Series offers information about child abuse prevention and reporting procedures. In addition, guidelines specific to Navy YSF Programming, supervision, and accountability requirements are discussed in this chapter. The following child abuse preventive measures must be followed:

- Ensure staff and volunteers who support Navy YSF have appropriate background checks (See Chapter 7: Section 3.2). All adults who do not have a completed background check on file must always work in line of sight of a paid employee or a volunteer with a cleared NACI background check.
- Ensure that all volunteers and staff receive appropriate Child Abuse Prevention, Education, and Reporting training (see Chapter 7: Section 3).
- Ensure adults never work alone with children.
- Ensure all CYP Professionals and volunteers are aware of their responsibilities as mandated reporters of child abuse.
- Provide parents with the CYP Parent Handbook, which includes the DoD Hotline number.
- Inform parents about child abuse prevention and reporting procedures during parent orientation meetings.
2. **Supervision of Children and Youth**

Appropriate risk management procedures should be applied to create safe and friendly environments that promote well-being and growth. In order to ensure proper accountability and supervision of children in Navy YSF, the following policies are applicable:

- Appropriate risk management procedures are the responsibility of all CYP Professionals and coaches working within the YSF program.

- No child or youth may be left unsupervised at any time, indoors or outdoors, asleep or awake (e.g., overnight field trip or tournament). In the case of overnight trips with teens, teens may be authorized to stay in rooms with the same gender teens without in-room supervision. However, protocols for curfew, violations and random checks must be exercised. Adults are not required or allowed to stay in rooms overnight with YSF Program participants; however, adult must stay in close proximity and on the same floor with youth. Prior to an overnight field trip or tournament, parents shall be made aware of what the sleeping arrangements will be and this must be included on the permission form.

- Child release procedures provided in OPNAV 1700.9 Series must be followed during games, practices, and any Navy YSF activity. Parents/assigned guardians must sign a youth self-release form before the season begins if youth are authorized to self-release, and sign themselves in and out of an activity. The installation “self-care” policy dictates the age when children are able to self-release. If they do not meet age requirements, it is the parent’s responsibility to ensure they or their designee is escorting the child. Coaches do not need to maintain a sign out sheet; however, each coach must acknowledge that youth are leaving with an authorized adult as indicated on the registration form.

- When traveling to a game, coaches who are also parents may transport their own child(ren) as well as other children to and from the field. A coach’s job begins and ends on the field. Any YSF Program participant that an adult will be transporting must have prior authorization per the Registration Form. This applies to parents who are carpooling as well.

- If a team is traveling together, the team shall be transported in an approved CYP vehicle that is driven by a qualified driver. CYP employees are never authorized to transport children participating in the program in their personal vehicle during work hours. Employees may transport children to and from the program if they are authorized by the parent on the registration form.

- Two adults must always be present during practices, games, and youth activities to ensure accountability and the highest level of safety for Navy youth. At least one of those adults must have a cleared national agency check. Additionally, one coach or CYP professional must be present with a current NYSCA and CPR/First Aid certifications.

- At least one paid CYP Professional must be on-duty during games and practices. The on-duty assigned CYP Professional may not be within the immediate vicinity, however they must be available via cell phone throughout the event for immediate response and support.

- The YF Coordinator must establish procedures at the formation of each program activity which instructs the head coach to notify the YSF office whenever he or she will be using the assistant coach to replace him or her for two or more consecutive games or matches. The YF Coordinator must be cognizant of volunteer training and certifications in order to provide additional individual on-site support to the assistant coach as necessary to ensure program continuity. In the event that an assistant
coach is unavailable during the head coach’s absence, the YF Coordinator may assign another approved YSF volunteer to maintain activity scheduling.

- All indoor or outdoor activity spaces must be visually and physically accessible to multiple adults for supervision purposes.
- CYP professionals must be constantly aware of safety hazards and possible problems and ensure extra vigilance in the supervision of children and youth during times of greater confusion, such as during skills evaluations, uniform issue, and tournaments. Additional staff scheduling may be necessary to ensure adequate supervision during these situations.
- Navy YSF professionals, including coaches on the field or court, must have access to a phone or two-way radios during all events in case of an emergency.
- Parents should be encouraged to stay during practices and games, but this is not a requirement for youth to participate.

### 3. Designing a Developmentally-Appropriate YSF Program

#### 3.1. Age-appropriate Program Guidelines

In order for everyone involved in YSF activities to have productive experiences and gain positive life skills, Navy YSF Programs are required to organize offerings into age-appropriate categories. While the NAYS guidelines are used, there may be crossover between these categories. For example, children 8 to 10 years old may participate together. In all cases, the activity will be age appropriate. In addition, modifications can be made when total participation numbers are low or there are youth participants with special needs. The following guidelines apply across all age categories within Navy YSF programming.

- Playtime must be maximized for all youth participating in the Navy YSF Program sports and activities. All youth shall have the opportunity to participate in at least 50 percent of game or activity time during all events;
- There is a standing no-cut policy within Navy YSF Program sports; all children have the opportunity to register and participate in all YSF Programs. The goal of Navy YSF programming is participation, not winning;
- Within Navy YSF Program sports, specializing in a sport or year-round participation in a specific sport is not encouraged or recommended; this suggestion provides youth with the opportunity to experience a variety of lifetime physical fitness activities;
- Navy YSF Program mandates that rapid weight loss and weight gain procedures among youth participants used solely for participation in youth sports is banned. As part of the Health & Nutrition Core Service Area, youth participating in on-base sports program should receive education from a Registered Dietician or other certified nutrition specialist about healthy eating habits; and
- Navy YSF staff, contracted instructors, volunteers, and parents must promote fair play, respect for the game, and graciousness in losing or winning. Conduct requirements for the youth participants, administrators, coaches, parents, and spectators will be communicated through policies and procedures, newsletters, email, Web site, telephone calls, and announcements.
Further, the following age-appropriate guidelines are presented below.

- **Developmental programs for children 6 years and under:**
  - Formal teams shall not be assigned for young children (i.e., kindergarten and younger); rather they shall gather to learn the sport/activity and practice their motor skills for that sport/activity;
  - The focus of the sport or activity must be motor skill development (e.g., NAYS Start Smart program);
  - In a sports environment, Navy YSF Programs shall not keep score for children in this age group;
  - Organized practices and games shall be limited to ≤ 1 hour a day and 3 days a week;
  - Roster size (see Adult: Child ratios listed below in Chapter 8: Section 3.2), rules, equipment, and fields (see Chapter 8: Section 7) must be modified;
  - Uniforms should be informal and minimal, limited to only a team or group t-shirt;
  - Tournaments and all-star competition are not allowed for children under 6 years of age participating in Navy YSF;
  - Navy YSF teams and groups shall include boys and girls. In this age group, there should be no “boys” or “girls” teams;
  - Travel teams are not permitted for this age group; and
  - For events with children in this age group, coaches are permitted on the field, court, or rink during playtime.

- **Instructional programs for youth 7 to 8 years old:**
  - The focus of the sport or activity must be skill development (i.e., can be sport-specific skill development);
  - No scores/standings shall be kept for events with this age group;
  - Organized practices and games shall be limited to ≤ 1 hour a day and 3 days a week;
  - Roster size ratios of one adult for every 15 youth has been established for this age group (see Adult: Child ratios listed below Chapter 8: Section 3.2);
  - Rules, equipment, and fields must be age-appropriate (see Chapter 8: Section 5);
  - Uniforms should be informal and minimal, limited to only a team or group t-shirt;
  - Youth seven to eight years old should be given the experience during practices and games to rotate through all positions (e.g., in baseball: pitcher, short stop, fielder, third-base, etc.);
  - Tournaments, travel teams, and all post-season play are not allowed for children in this age group participating in Navy YSF programming;
  - Navy YSF teams and groups shall include boys and girls. In this age group, there should be no “boys” or “girls” teams; and
  - For events with children in this age group, coaches are permitted on the field, court, or rink during playtime.
Organizational programs for youth **9 to 10 years old**:
- Scores may be kept for children 9 years and up, but YSF programming focuses on fair play rather than winning;
- Organized practices and games shall be limited to $\leq 1.5$ hours a day and 4 days a week;
- Roster size ratios of one adult for every 15 youth has been established for this age group (see Adult: Child ratios listed below in Chapter 8: Section 3.2);
- Rules, equipment, and fields must be age-appropriate (see Chapter 8: Section 5);
- Youth nine to ten years old should be given the experience during practices and games to rotate through all positions (e.g., in baseball: pitcher, short stop, fielder, and third-base); and
- Post-season tournaments and travel teams are not allowed for children in this age group participating in Navy YSF programming.

Skill Enhancement and Enrichment Programs for youth ages **11 years and older**:
- Organized practices and games shall be limited to 1.5-2 hours a day and 4 days a week;
- Scores may be kept for children 9 years and up, but YSF programming focuses on fair play rather than winning;
- Tournaments, travel teams, and all post-season play are allowed for children in this age group participating in Navy YSF programming;
- Within Navy YSF programming, skills assessments must be performed prior to the start of the season to ensure proper grouping and selection procedures to create fair and equitable teams; and
- All youth should be given the experience during practices and games to rotate through all positions (e.g., in baseball: pitcher, short stop, fielder, third-base, etc.).

### 3.2. Group Sizes and Ratios

To protect the health and safety of children and youth and ensure developmental programming and positive youth-adult interactions, an adequate number of Navy YSF professionals or coaches must be present at all times. That is, Navy YSF Program activities must be staffed and grouped according to minimum mandatory ratios and group sizes. Enforcement of ratios and group sizes ensures the adequate supervision of children and youth and minimizes liability. More stringent ratios may be required when children and youth with special needs participate in the program.

Group sizes are dependent on the type of Navy YSF Program or activity and the number of Navy YSF staff assigned to that program or activity. Group sizes must support developmental programming, safety and risk factors, and building or room capacity. OPNAV 1700.9 Series provides additional polices regarding group sizes and ratios as they relate to specific activities. All children mature, physically and emotionally, at different rates. In order to have a quality Youth Sports and Fitness environment that considers the appropriate age range of the participants, the Navy YSF age groupings (i.e., developmental versus instructional sports programs) are aligned with the NAYS National Standards # 1 (Quality Sports Environment) for Youth Sports (see Chapter 5: Section 4.1). Each Navy YSF Program should organize its
programming using the following guidelines, although modifications can be made when total participation numbers are low:

- Developmental programs for children 6 years old and younger;
- Instructional sports for 7 to 8 year olds;
- Organizational programs for 9 to 10 year olds; and
- Skill enhancement and enrichment programs for 11 to 18 year olds.

To protect the health and safety of children and youth, and to ensure developmental programming and positive adult-youth interaction, an adequate number of CYP Professionals or coaches must be present at all times. All CYP and MWR programs must meet the ratio requirements set forth in OPNAV 1700.9 Series. Specifically, YSF Programs including children 3 to 4 years old shall operate with an adult Navy YSF staff member or coach-to-child youth ratio of 1:12; programs including children and youth 5-to-18 year old should have a ratio of 1:15. More stringent ratios may be required when children and youth with special needs participate in the program. The Inclusion Action Team (IAT) reviews information related to children and youth who require accommodations. Group sizes are dependent on the type of CYP activity and must support developmental programming, safety and risk factors, and building or room capacity.

For high-adventure activities, in addition to the 1:8 adult-to-youth ratio, at least one paid staff shall be present for each activity with up to 30 youth participants (e.g., one staff member for 1-30 youth; two staff members for 31-60 youth). The remainder of the required ratio may be achieved by use of adult volunteers. If overnight trips involve male and female participants, special consideration shall be given to the number and gender of the adult chaperones.

### 3.3. Sports Participation and Balance

Parents, coaches, and Navy YSF Program administrators should encourage children to be involved in a variety of programs and activities to experience positive growth and development. Considerations should be noted to ensure that children are not overscheduled or that planned activities do not detract from academic learning. Parents must respect a child’s decision to play or not play, while keeping in mind that commitment is still important for their growth and development. Parents, coaches, and Navy YSF Program administrators must also realize that a child’s involvement in youth sports may affect the entire family. The Navy YSF Program perspectives are aligned with the NAYS Standard #2 (see Chapter 5: Section 4.2).

### 3.4. Contact Sports in Navy YSF Programming

The American Academy of Pediatrics (Committee on Sports Medicine and Fitness, 2001) categorizes sports by their probability for contact or collision. Specifically, in collision sports (e.g., football, boxing, and ice hockey) athletes purposely hit or collide with each other or inanimate objects (e.g., ground) with great force; while in contact sports (e.g., basketball and soccer), athletes commonly make contact with each other or other objects but usually with less force than in collision sports. There are sports with limited contact (e.g., downhill skiing and gymnastics) that can be as dangerous as contact or collision sports due to the risk of falling or overuse injuries. While these sports with contact or limited contact are authorized within the Navy YSF Program, proper safety equipment must be used. Exhibit 8-1 displays examples of collision versus
contact sports versus limited and non-contact sports. Collision sports shall not be played on-base or count as meeting a Core Service Area requirement. For example, flag football is the only type of football allowed.

### Exhibit 8-1. Classification of Sports by Contact

<table>
<thead>
<tr>
<th>Collision Sports</th>
<th>Contact Sports</th>
<th>Limited- or Non-contact Sports</th>
</tr>
</thead>
<tbody>
<tr>
<td>Boxing</td>
<td>Flag football</td>
<td>Baseball/Softball</td>
</tr>
<tr>
<td>Tackle football</td>
<td>Wrestling</td>
<td>Bicycling</td>
</tr>
<tr>
<td>Diving</td>
<td>Basketball</td>
<td>Cheerleading</td>
</tr>
<tr>
<td>Ice hockey</td>
<td>Soccer</td>
<td>Canoeing or kayaking</td>
</tr>
<tr>
<td>Rodeo</td>
<td>Martial arts</td>
<td>Fencing</td>
</tr>
<tr>
<td>Rugby</td>
<td>Water polo</td>
<td>Gymnastics</td>
</tr>
<tr>
<td>Lacrosse</td>
<td></td>
<td>Tennis</td>
</tr>
</tbody>
</table>

In addition, Navy CYP may not directly operate or provide high-risk programs such as hang gliding and ultra-light aircraft flying; sky diving or sport parachuting; bungee cord jumping; cave exploration (i.e., Spelunking, caving); or the use of dangerous animals (e.g., rodeo events). If questions arise regarding a specific activity, program leaders should contact CNIC (N926) or their base legal department for clarification.

### 4. Field/Facilities Maintenance

CYP professionals must be constantly aware of and report safety hazards and possible problems within all YSF Program areas, including both indoor and/or outdoor spaces (see Chapter 8: Section 2).

Providing for safe activity areas goes beyond the basics of ensuring visual and physical accessibility and having access to a phone or two-way radios in case of an emergency, but also includes utilizing proactive internal inspections designed to correct safety and health deficiencies before they negatively impact scheduled programming. Reducing the likelihood of accidents at indoor and/or outdoor spaces may be ensured by conducting the following required safety inspections:

- **Pre-Season Safety Inspections.** A documented pre-season or pre-program equipment and field/facility safety inspection is required to be completed by the Navy YF Coordinator or other Navy YSF Program paid staff prior to use of each field, facility or area. This should take place approximately one month before the season or activity begins to ensure repairs can be completed before the first game or activity starts. A sample Equipment and Field/Facility Safety Checklist has been prepared for use as a template. The Navy YF Coordinator will custom tailor the design of the local pre-season Equipment and Field/Facility Safety Checklist to include the installations specific fields, courts, facilities and areas utilized by the local YSF Program.

- **Daily Visual Safety Inspections.** Ongoing daily visual equipment and field/facility safety inspections must be performed and discrepancies reported. A brief visual check provides verification that no safety issues have occurred since the last time the field/facility was used. A more thorough daily check must be documented if a safety issue has been identified, and a repair is pending. Further, checks should be conducted prior to practices and/or game play and fixed immediately if potential dangers are identified. If a risk to participants exists, interim safety precautions shall be made or practices and games should be cancelled until the problem is fixed. Additionally, coaches should be instructed to perform a mandatory pre-game field/area safety inspection and immediately report any/all safety hazards and possible problems to the YSF Program staff prior to play.
Post Season Safety Inspections. A documented post-season or post-activity Equipment and Field/Facility Safety inspection is required to be completed by the Navy YF Coordinator or other Navy YSF Program paid staff following the seasonal use of each field, facility or area. This should take place approximately one week following the season or activity concludes, to ensure repairs can be scheduled for completion before the upcoming seasons games or activities start. A sample Equipment and Field/Facility Safety Checklist has been prepared for use as a template. The Navy YF Coordinator will custom tailor the design of the local post-season Equipment and Field/Facility Safety Checklist to include the installations specific fields, courts, facilities and areas utilized by the local YSF Program.

Safety inspections can be extremely important when issues arise that affect the internal workings of a facility, such as electrical and plumbing components. A Work Order Logbook and copies of submitted Work Orders must be kept on file and provide a system of record keeping that tracks construction, renovation, and repairs. Information obtained through these inspections should be used to identify budget requirements, such as future repairs, maintenance and replacement requirements. The inspection checklists and Work Order Logbook with copies of submitted Work Orders must be maintained on file for review during the multi-disciplinary and CNIC annual inspections.

The following general information is provided as helpful tips for developing local Equipment and Field/Facility Safety Checklists, as well as for conducting the inspections listed above:

Field Maintenance. A properly prepared and maintained field is as important as preparing children to practice or play a sport. An improperly maintained field – tall grass, hard infields, rocks, and improperly installed fences – can be hazardous to participants. The local maintenance services required may include mowing grass, snow and ice removal, maintaining sport field surface materials at a safe level, providing brick dust, weed control, and general grounds clean up, etc. Local Standard Operating Procedures (SOPs) may be required, depending on the location and shared space on the installation.

Infields. Baseball and softball (flag football may utilize the infield area as well) infields should be properly maintained by making sure the playing field is level and that there is no lip to trip on between the outfield and infield. All infields should be dragged before each game to ensure that the ground is soft and that water can percolate properly. Hard clay can become impacted when not properly maintained and can result in a hard concrete-like surface. Grass infields are not recommended for youth fields. It is easier to drag and maintain an all-dirt infield than it is to drag around grass, possibly developing a lip between the grass and dirt, which in turn could cause a tripping hazard.

Fences. All fences should be checked on a regular basis before each practice and game to ensure they are properly installed and securing hardware in place and properly attached. Inclement weather, hard play, animals, age, etc., can cause permanent and temporary fencing to become damaged and potentially unsafe during use.

Indoor Facilities. Indoor facilities must also be maintained. Multipurpose gymnasiums are used for many events and wear out over time. Warped boards, ceiling leaks, and wall cracks are potential hazards that can disrupt the use of an indoor facility during the season. Also, gymnasium floors need to be swept before each practice or game to ensure no foreign objects such as rocks or stones were brought into the facility during non-sport use times. Basketball goals, volleyball stanchions, etc., need to be checked frequently to ensure that all hardware, support cables and braces, and padding is properly affixed.

Field and Facility Maintenance Chemicals. All field and/or facility maintenance chemicals, products, and equipment used to maintain outdoor ball fields or facilities must be secured in a locked and appropriate maintenance storage area or shed, chemical and/or flammable locker(s) as required. All
required chemicals and solvents used must have a Material Safety Data Sheet (MSDS) located near/adjacent to the product(s). The Navy YSF Program is required to follow the installation’s policy regarding MSDS requirements.

5. **Equipment Inspection and Storage**

The Navy YF Coordinator is responsible for obtaining age- and body type-appropriate program supplies and safety equipment for activities and events conducted by the YSF Program. The YF Coordinator must thoroughly inspect sports and activity equipment to ensure that it is in good condition and identify equipment that needs to be repaired or replaced prior to issuance. When preparing for an upcoming activity, the YF Coordinator shall understand and refer to each sport or activity rules and regulations to ensure compliance with existing safety equipment on-hand, and adjust equipment inventory as necessary to meet current safety equipment requirements. An [Equipment and Field/Facility Safety Checklist](http://www.nocsae.org) is available as a template for sports related facilities and assigned equipment.

The Navy YF Coordinator must familiarize themselves not only with the standards for the facilities associated equipment, but also the patron issued supplies and equipment. Equipment must meet industry and manufacturers standards at all times. There are numerous resources available to verify the industry and manufacturers safety standards for issued supplies and equipment including, but not limited to the National Operating Committee on Standards for Athletic Equipment (NOCSAE) [http://www.nocsae.org](http://www.nocsae.org). The following additional resources are provided as a reference to verify programming and safety standards for the following sports:

- Dodge Ball: [http://www.dodgeballusa.com/](http://www.dodgeballusa.com/)

Special consideration will be given to storage areas and capacities to ensure all necessary supplies and equipment can be safely and securely stored when not in use. The YF Coordinator shall prepare the budget submission to include all required safety and related activity equipment and the necessary storage requirements (e.g., storage areas, containers, and lockers) to meet the Core Service Area requirements and other activities provided.

The YF Coordinator is responsible for keeping, storing, and approving all equipment purchases. Storage of equipment during the season and off-season is vital to the longevity of the equipment and safety of participants. Equipment must be inventoried and cleaned at the end of each season before being stored. All equipment must be stored in a cool dry environment, preferably indoors. Failure to do this may reduce the longevity and safety of the program supplies and equipment.

Coaches may not purchase equipment, but they are encouraged to submit sports equipment requests during all pre/post activity meetings to ensure the YSF Program is aligned with each activity’s current safety and specialized gear standards.
6. Supervising Use of Sports Equipment

It is important to have sufficient equipment available to supply all potential participants with the necessary equipment and to have equipment that is correctly sized to participants. In some unregulated off-base leagues, it is not uncommon for teams to have a limited supply of batting helmets, and often sizes are not correct. Allowing young athletes to use ill-fitting protective equipment can be as dangerous, or more so, than using no equipment at all. For instance, if a base runner is wearing a helmet that is too large, the helmet can impair the runner’s vision during play, which can lead to injury. All potential runners, batters, and base coaches must wear helmets. Therefore, the maximum number of pieces of equipment used at one time must be factored into purchases.

Navy YF Coordinators and coaches must know how to properly use all equipment in their sport without modifications. This includes understanding how to properly fit equipment that players use, such as helmets, face masks, and eye guards, and remaining cognizant of how youth wear and use equipment. Just as the YF Coordinators will instruct the coaches on the proper use and fitting of safety equipment, coaches too should take time to teach youth not only how to properly use and wear the equipment but the importance of doing so. YF Coordinators and coaches are responsible for the proper use and safety of their issued YSF Program supplies and equipment.


Developing and implementing a comprehensive safety component for your YSF program can do more than simply reduce injuries. Navy YSF Programs are required to follow the OPNAV 1700.9 Series Chapter 19 regarding all accident prevention, emergency situations, and first aid kit requirements.

- Coaches will be issued and have on-person at all practices and games and accessible at all times a travel first aid kit with the following minimum required items: (1) CPR mask; (2) disposable gloves; (3) band aids; and (4) cold pack. This can be checked-out prior to the start of the season or activity and then checked-in at the end of the season or activity;
- Coaches must have on-person at all practices and games and accessible at all times a copy of each child’s Registration Form, CNICCYP 1700/04 or a print-out from the CYMS containing the emergency contacts and medical authorization for each assigned participating youth;
- Coaches and/or officials must have on-person and accessible at all practices and games emergency telephone numbers, including ambulance and security contact information;
- If there is space available on-site, the YF Coordinator must post up-to-date emergency phone numbers at the practice fields/courts and game venues;
- The Navy YSF Program is responsible for removing coaches who knowingly allow a player to play while having a serious injury or knowingly create unsafe play situations;
- Although not required, it is recommended that a portable automated external defibrillator (AED) be on site at all practices and games and accessible at all times. The AED should be located in close proximity of all Navy YSF activity locations. If available, all AED units should be equipped with youth protocol and shock pads. AED units without the youth protocol and pads deliver adult charges to youth, which
could further injure the child or cause death. When multiple facilities or playing fields are involved, an AED should be placed in a central location;

- Emergency procedures will be discussed with parent(s)/assigned guardian(s) during Parent Orientation;
- Emergency procedures will be discussed during the first practice with each assigned participating youth, to minimize concern and to ensure the youth are familiar with the emergency response process;
- Emergency procedures will be discussed pre-season with all volunteer staff (e.g., coaches, officials, etc.) and will include a site specific emergency plan and response protocols for these potential situations (e.g., who is directing the situation and what should the volunteers direct the parents and youth to do in an emergency). Emergency “mock drills” should be practiced quarterly with all staff and volunteers. These quarterly emergency “mock drills” should be developed to ensure that all staff understand the emergency procedures for possible accidents that may occur during a sporting or fitness event (e.g., unconscious child, non-breathing child, abrasions, and drowning);
- All Navy YSF staff members and head coaches are required to maintain CPR and First Aid Certifications. It is required that copies of the certifications must be maintained in each Navy YSF staff training file. A Navy YSF volunteer or staff member (e.g., coach) with CPR and First Aid Certifications must be present for all games and practices;
- Youth sports or other extracurricular activities that take place outside program facilities must develop a medication storage plan (local SOP). Programs must designate a place to store necessary medication while outside CYP facilities (e.g., backpack, first aid kit, or coach’s bag) and outline how medication will be transported, if applicable. All medication maintained by CYP must be labeled per guidelines in the OPNAV 1700.9 Series;
- Navy YSF staff must communicate and enforce the policy to parents and coaches that written permission from a doctor is mandatory, prior to allowing a child to return to play/participate following an injury that required medical attention; and

- Navy YSF Programs do not allow participation during unsafe conditions, such as lightning storms, darkness, or playing sites in disrepair. All Navy Child and Youth Programs, including YSF, are required to have an established Mobilization and Contingency (MAC) plan for responding to emergency situations. The Navy YSF Program is also included in the overall command MAC plan. These plans are communicated to all staff, parents, youth participants, and volunteers involved at the beginning of the season or program. Further, these plans will be communicated in writing to parents and youth in the Parent Fact Sheet.

8. Ensuring a Drug-, Tobacco-, Alcohol-, and Performance Enhancer-Free Environment

The use of drugs, tobacco, alcohol, and performance-enhancing substances among young people is a concern to the Navy YSF Program. Potential adverse health consequences and the effects that such practices have on moral development of the individual and on fair athletic competition for all are important considerations. All parents, coaches, and YSF staff can and must be encouraged to play a valuable role in promoting healthy practices among Youth Sports and Fitness participants in the Navy YSF Program. Strategies in place for ensuring the prevention of these substances include:
The use of performance-enhancing drugs, alcohol, illegal substances, and/or tobacco is prohibited for everyone (all parents and fans) at all YSF program activities, areas, and events;

Coaches (i.e., coaches training) and parents (i.e., Parent Fact Sheet) are provided educational information on identifying signs and symptoms of substance use;

Written policies and implementation procedures are in place for immediately dealing with substance use. This information is communicated to coaches, players, and parents;

Dialogue between coaches, players, and parents is encouraged during YSF program introductory and activity/league formation meetings about the need for an alcohol, tobacco, and drug-free environment for children;

All forms of tobacco use during any youth sports related activity is prohibited;

Participants are discouraged from using caffeine products (e.g., pills, gum, and drinks);

Alcohol is strictly prohibited at all YSF Program activities, games, practices, or related events; and

An enforcement plan should be in place for removing adults and players who appear to be under the influence of drugs, alcohol, or any illegal substances.

These strategies shall be communicated with the staff, volunteers, parents, and youth to ensure a safe playing environment. The parent meeting and Parent Fact Sheet is a great place to cover many of these strategies.
## Glossary of Terms

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>4-H</td>
<td>A long-term partnership was created with 4-H support installations. 4-H is a youth development program that stands for head, heart, hands, and health. The program uses a “learn-by-doing” approach to their activities.</td>
</tr>
<tr>
<td>Adult-Youth Ratio</td>
<td>The number of youth for whom one adult may be responsible. Adults include individuals, 18 years old and over, who have terminated their status as students in secondary school. Adults counted in this ratio shall be screened and receive necessary training to perform their responsibilities.</td>
</tr>
<tr>
<td>American Heart Association</td>
<td>The American Heart Association educates the public on cardiovascular disease and stroke with the overall goal of preventing cardiovascular disease and stroke.</td>
</tr>
<tr>
<td>American Red Cross Sport Safety Training</td>
<td>Provides staff and coaches with knowledge and skills to provide a safe athletic environment. Emergency situation training is provided as well as training to sustain life and minimize consequences of injury or illness.</td>
</tr>
<tr>
<td>Background Clearances</td>
<td>Required of individuals working on Naval Installations with Navy Youth Sports and Fitness. The background clearance confirms that an individual has no record of committing child abuse or assault.</td>
</tr>
<tr>
<td>Boys and Girls Club of America (BGCA)</td>
<td>A long-term partnership has been created with the Boys and Girls Clubs of America to provide programs and resources for Navy YSF. The Boys and Girls Clubs of America provide communities with safe activities and mentors.</td>
</tr>
<tr>
<td>Certified Youth Sports Administrator (CYSA)</td>
<td>Provided by the National Alliance of Youth Sports and their Academy of Youth Sports Administrators. It can be completed online or in person. Topics include sports philosophy, volunteer and parent management, child abuse prevention, and insurance and risk management.</td>
</tr>
<tr>
<td>Child Abuse/Neglect</td>
<td>Physical injury, sexual maltreatment, emotional maltreatment, deprivation of necessities, or other maltreatment of a child and/or youth under 18 years of age. The term addresses both acts of abuse and omissions of proper care on the part of a responsible person.</td>
</tr>
<tr>
<td>Child and Youth Programs</td>
<td>Under the Family Readiness division of the Commander, Navy Installation Command. Navy Youth Sports and Fitness is part of the Child and Youth Program (CYP). CYP provides developmental childcare and youth recreation programs for children 4 weeks to 18 years of age.</td>
</tr>
<tr>
<td>Coach Training</td>
<td>Formal and organized training for coaches and instructors.</td>
</tr>
<tr>
<td>Commander, Navy Installations Command (CNIC)</td>
<td>Delivers readiness from the shore for the Navy’s Operating Concept.</td>
</tr>
<tr>
<td>Competitive</td>
<td>Teams or individuals will participate in competitions that will affect standings, ranks, and statistics.</td>
</tr>
<tr>
<td>Contracted Instructors</td>
<td>Hired by the CYP or MWR to teach specific fitness or instructional classes.</td>
</tr>
<tr>
<td>Core Service Areas</td>
<td>Includes five different categories (i.e., Sports, Fitness Activities, Health &amp; Nutrition Activities, Outdoor Recreation, and Motor Skill Development Programs). Program requirements exist in each of the Core Service Areas. Activities in each of these categories must be provided at every Naval installation to bring consistency to Navy programs.</td>
</tr>
<tr>
<td>Term</td>
<td>Definition</td>
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<tr>
<td>Developmental Programs</td>
<td>These include programs with informal teams, concentration on motor skill development, and less emphasis on scores and standings. This can be achieved through modified roster sizes, modified rules, appropriately sized equipment and fields, and permission for coaches to be on the playing surface. These programs are co-ed and no travel is permitted to accomplish the season.</td>
</tr>
<tr>
<td>Developmentally-appropriate</td>
<td>Tasks designed for the child’s current level of performance ability while using equipment that enables the child to be successful.</td>
</tr>
<tr>
<td>Directory of Opportunities</td>
<td>A resource guide that is completed for each installation and provides information about activities provided in each of the Core Service Areas both on the installation and in the surrounding communities.</td>
</tr>
<tr>
<td>Equipment Inspection Checklist</td>
<td>Checklist describing all of the requirements of sports equipment to certify it as usable.</td>
</tr>
<tr>
<td>Excellence in Youth Sports Award</td>
<td>An award through NAYS to recognized organizations for their work in bettering youth sports for their community.</td>
</tr>
<tr>
<td>Fitness Activities</td>
<td>Activities that develop positive personal, social, and psychological skills, develop physical skills and enhanced fitness levels, reduce health problems, teach positive lifestyle behaviors, teach rules and strategies, develop respect for competition, develop respect for role models, other children, parents, volunteers, leaders, and staff.</td>
</tr>
<tr>
<td>Formal and Informal Volunteer Recognition Method</td>
<td>Various ways to identify outstanding volunteers/parents and submit an application for the NAYS National Awards Program.</td>
</tr>
<tr>
<td>Gap Analysis</td>
<td>Analysis to understand where there are gaps in opportunities and where there are overlaps in sports and fitness requirements for Naval Installations.</td>
</tr>
<tr>
<td>Health &amp; Nutrition Activities</td>
<td>Activities that teach a variety of lifestyle choices having to do with health and nutrition.</td>
</tr>
<tr>
<td>Individual Development Plan (IDP)</td>
<td>A set of individual performance goals to enable a Navy employee to reach his or her highest level of development for the job at hand.</td>
</tr>
<tr>
<td>Instructional Sports Programs</td>
<td>Programs that focus on skill development and rules of the game.</td>
</tr>
<tr>
<td>Let’s Move! Campaign</td>
<td>The First Lady started this campaign with the goal of reducing childhood obesity within a generation (<a href="http://www.letsmove.gov">http://www.letsmove.gov</a>).</td>
</tr>
<tr>
<td>Line of sight</td>
<td>Because a formal criminal background check has not been completed, the person must be in the presence of the Navy YF Coordinator or other volunteer/staff who has completed a background check.</td>
</tr>
<tr>
<td>Local Partnerships</td>
<td>Establishing both on- and off-base partnerships is critical to successfully offering a full range of Navy YSF Programs. Although not typically viewed as a “partner,” the local MWR program is the most highly utilized partnership available to the YSF program, either with MWR staffing support, program assistance, and/or facilities (e.g., fitness center, bowling, golf course, and outdoor recreation).</td>
</tr>
<tr>
<td>Locally Selected</td>
<td>These are required programs that are selected by the local YF Coordinator based on youth interest, surveys, local resources, and surrounding environments.</td>
</tr>
<tr>
<td>Material Safety Data Sheet</td>
<td>Every chemical that is used on or around a sports field must have a Material Safety Data Sheet located near the product describing the purpose of the chemical and hazards associated with it.</td>
</tr>
<tr>
<td>Memorandum of Understanding</td>
<td>An agreement that is reviewed and signed by both parties stating that the partnership would be beneficial to both parties and stating both parties are allowed to expand their offerings to reach more people and achieve common goals.</td>
</tr>
<tr>
<td>Morale, Welfare, and Recreation (MWR)</td>
<td>Provides programs and services to increase sailor and family resiliency, restore balance, and enhance recruitment, readiness, and retention of sailors and families.</td>
</tr>
<tr>
<td>Motor Skill Development</td>
<td>Programs providing young children with the opportunity to learn basic movement patterns. Many activities can help to enhance a child’s fine and gross motor skills. The development of these motor skills allows children to perform better in other, more academic and physical ways.</td>
</tr>
</tbody>
</table>

**Glossary of Terms**
<table>
<thead>
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</tr>
</thead>
<tbody>
<tr>
<td>MWR Director</td>
<td>He/she is the director of all Morale, Welfare and Recreation facilities, departments, and events on the military installation and as such will be a great resource in determining which sports and fitness programs may be available or created on the base.</td>
</tr>
<tr>
<td>National Alliance for Youth Sports (NAYS)</td>
<td>A non-profit organization with which the Navy has partnered. Navy Youth Sports and Fitness programs need to meet NAYS standards and policies.</td>
</tr>
<tr>
<td>National Operating Committee on Standards for Athletic Equipment (NOCSAE)</td>
<td>The NOCSAE has made an effort to improve athletic equipment to reduce injury. A NOCSAE representative should inspect Navy Youth Sports and Fitness Equipment prior to each season to determine if it is safe.</td>
</tr>
<tr>
<td>National Partnerships</td>
<td>A number of national partnerships have been developed with nationally recognized youth-supporting organizations in order to provide curriculum, resources, and programs that strengthen Navy YSF programming. These partnerships were developed through formal agreements that have been established at the CNIC headquarters level to support installations.</td>
</tr>
<tr>
<td>National Youth Sports Coaches Association (NYSCA)</td>
<td>A membership program for volunteer coaches. It prepares volunteer coaches for responsibilities and holds them accountable to the Coaches Code of Ethics Pledge.</td>
</tr>
<tr>
<td>National Youth Sports Officials Association (NYSOA)</td>
<td>The NYSOA provides training, support, and continuing education to officials in out-of-school youth sports. Officials used for on-base sports must be members of the National Youth Sports Officials Association.</td>
</tr>
<tr>
<td>Navy YF Coordinator</td>
<td>Person responsible for making sure that all Core Service Area requirements are being met at one or more installations, depending on need and resources.</td>
</tr>
<tr>
<td>NAYS Chapter</td>
<td>Organizations partnering with NAYS to offer any or all of our education and membership programs are considered chapters.</td>
</tr>
<tr>
<td>NAYS Clinicians</td>
<td>Clinicians are responsible for facilitating clinics and can train and certify coaches for off-base sports and fitness program organizations.</td>
</tr>
<tr>
<td>NAYS National Standards</td>
<td>These nationally recognized standards have been adopted through a formal partnership agreement between Commander, Navy Installations Command (CNIC) and NAYS and are required to be adhered to by Navy YSF Programs. Although the standards focus on organized youth sports opportunities, the philosophies, ethics, and beliefs embedded in the standards are applicable to a variety of sports and fitness activities and programs.</td>
</tr>
<tr>
<td>Non-Specified Volunteers</td>
<td>Volunteers who participate in Navy YSF Programs less frequently. They should always be in the line of site of a cleared Navy YSF staff member.</td>
</tr>
<tr>
<td>OCONUS</td>
<td>Outside of the Continental United States</td>
</tr>
<tr>
<td>Off-Base</td>
<td>Being located or taking place at a location not on the military installation.</td>
</tr>
<tr>
<td>Off-Base Partnership</td>
<td>When on-base services are unavailable, off-base resources should be developed. Local off-base partnerships can be developed with varying youth service organizations, leagues, and other related recreation and leisure organizations to establish agreements whereby Navy youth can participate. YSF partnerships would typically include volunteer work or activities, or outright donations of service where no volunteer or donor recognition or acknowledgment is expected or required. However, in some cases, commercial sponsorship or contracts may be necessary to meet the YSF Core Service Area requirements.</td>
</tr>
<tr>
<td>On- Base</td>
<td>Programs that take place on the military installation.</td>
</tr>
<tr>
<td>Organization</td>
<td>The group that provides activity services.</td>
</tr>
<tr>
<td>Organizational/Competitive Programs</td>
<td>These types of programs keep score but standings are de-emphasized, modify roster size, rules, equipment, and fields, encourage variety in position and situational play, have an out-of-community postseason when necessary, but do not participate in national tournaments.</td>
</tr>
<tr>
<td>Term</td>
<td>Definition</td>
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<tr>
<td>Outdoor Recreation</td>
<td>Activities providing children and youth with opportunities to gain knowledge and skills through experiential learning in an outdoor environment. Activities focus on healthy and active lifestyles, emphasize human powered recreation, utilize a minimal environmental impact philosophy, and teach/demonstrate good stewardship of natural resources. Outdoor recreation programs include instruction, trips and activities, and education. Outdoor recreation is an ideal core service in which to include family activities like camping and hiking. It is recommended that Leave No Trace (LNT) ethics are adopted and instilled within programs/activities.</td>
</tr>
<tr>
<td>Outreach</td>
<td>The process of determining if outside organizations are competent and safe so that children can experience the same Youth Sports and Fitness opportunities off-base as they would experience on-base within Navy YSF programming. The Directory of Opportunities will serve as the primary outreach mechanism for the Navy YSF Program.</td>
</tr>
<tr>
<td>Parent Code of Ethics</td>
<td>This code was developed by NAYS and outlines standards of behavior for parents that encourage them to take active and positive roles in their youth’s sports activity.</td>
</tr>
<tr>
<td>Parent Meeting</td>
<td>A formal meeting with the coach or instructor and parents typically held at the very beginning of a given season or activity.</td>
</tr>
<tr>
<td>Partnering</td>
<td>A formal agreement that is mutually beneficial to each party and promotes the process of sharing resources such as staff, training, facilities, transportation, and ideas – allows both parties to expand their offerings, reach more people, and achieve common goals.</td>
</tr>
<tr>
<td>PAYS</td>
<td>Video-based education program for parents to make them aware of their roles and responsibilities as well as how they can encourage their children in a positive manner.</td>
</tr>
<tr>
<td>PAYS Parent of the Year Award</td>
<td>An award given to a parent who encourages fun, learning, and safety and treats every child with the same respect and patience as their own. Candidates for the award are nominated. The Navy YSF Program is required to nominate and submit an application for one parent a year.</td>
</tr>
<tr>
<td>President’s Award on Fitness</td>
<td>For achieving different levels of success when competing in the five activities (e.g., curl-ups, shuttle run, endurance run/walk, pull-ups, and v-sit stretch) of the Presidential Physical Fitness Test, students will receive one of four awards.</td>
</tr>
<tr>
<td>Registration Fee</td>
<td>Cost associated with participating in an activity.</td>
</tr>
<tr>
<td>Sedentary Behavior</td>
<td>Activities that do not cause participants to expend more energy than at resting levels.</td>
</tr>
<tr>
<td>Skill Enhancement/Enrichment Programs</td>
<td>Scores and standings are de-emphasized. Proper grouping and selection procedures take place to ensure fair and equitable teams. Coaches/Instructors encourage a variety of position and situation play.</td>
</tr>
<tr>
<td>Skill Evaluations</td>
<td>Participants will have to demonstrate their skill level to be placed on a team or to be deemed eligible for play in the program.</td>
</tr>
<tr>
<td>Specified Volunteers</td>
<td>Volunteers who participate in Navy YSF Programs on a regular basis (&gt;90 days).</td>
</tr>
<tr>
<td>Sports</td>
<td>Consists of both team (i.e., organized sports for a group of children or youth within a defined age group), and individual sports (i.e., a sport or activity practiced by two opposing individuals or one individual, rather than a team, within a defined skill level), and sports and fitness camps and clinics.</td>
</tr>
<tr>
<td>Standard Operating Procedures (SOPs)</td>
<td>Uniform procedures used by all Naval Installations to operate high-quality Navy YSF Programs.</td>
</tr>
<tr>
<td>Start Smart Preschool Program</td>
<td>Programs developed by the National Alliance for Youth Sports, help kids get ready for sports...and succeed in life. It is an innovative step-by-step approach that builds confidence and self-esteem in a fun and safe sports environment.</td>
</tr>
<tr>
<td>Start Smart Program</td>
<td>A six-week parent/child program for younger and first time participants introducing motor skills around the following sports: baseball, basketball, football, golf, soccer, and tennis. The structure of the program is provided by the National Alliance for Youth Sports.</td>
</tr>
<tr>
<td>Volunteers</td>
<td>An individual who offers time, talents, or skills to enhance Navy YSF programming. Volunteers do not receive monetary compensation for their time and skills. Volunteer positions include coaches, officials, team parents, and score keepers.</td>
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<tr>
<td>Acronym</td>
<td>Description</td>
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<tr>
<td>Automated External Defibrillator</td>
<td>AED</td>
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<tr>
<td>Boys and Girls Club of America</td>
<td>BGCA</td>
</tr>
<tr>
<td>Certified Youth Sports Administrator</td>
<td>CYSA</td>
</tr>
<tr>
<td>Child and Youth Programs</td>
<td>CYP</td>
</tr>
<tr>
<td>Child Development Center</td>
<td>CDC</td>
</tr>
<tr>
<td>Commander, Navy Installations Command</td>
<td>CNIC</td>
</tr>
<tr>
<td>Individual Development Plan</td>
<td>IDP</td>
</tr>
<tr>
<td>Material Safety Data Sheet</td>
<td>MSDS</td>
</tr>
<tr>
<td>Memorandum of Agreement</td>
<td>MOA</td>
</tr>
<tr>
<td>Morale, Welfare and Recreation</td>
<td>MWR</td>
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<tr>
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<td>NAYS</td>
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<tr>
<td>National Operating Committee on Standards for Athletic Equipment</td>
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<td>NYSCAA</td>
</tr>
<tr>
<td>National Youth Sports Officials Association</td>
<td>NYSOAA</td>
</tr>
<tr>
<td>Operating Manual</td>
<td>OM</td>
</tr>
<tr>
<td>Parents Association for Youth Sports</td>
<td>PAYS</td>
</tr>
<tr>
<td>Regional Advisory Board</td>
<td>RAB</td>
</tr>
<tr>
<td>Resource and Referral</td>
<td>R&amp;R</td>
</tr>
<tr>
<td>School-Age Care</td>
<td>SAC</td>
</tr>
<tr>
<td>Standard Operating Procedures</td>
<td>SOPs</td>
</tr>
<tr>
<td>Youth Sports and Fitness</td>
<td>YSF</td>
</tr>
</tbody>
</table>
## Appendix A:
### Core Service Area Requirement Summary

<table>
<thead>
<tr>
<th>Age Group</th>
<th>Baseline or Locally-Selected</th>
<th>Program Activity Requirements</th>
<th>Frequency Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Sports</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(Ages 5-12yrs)</td>
<td>Baseline</td>
<td>Baseball and/or Softball *</td>
<td>1 offering per year for a minimum of 6 weeks</td>
</tr>
<tr>
<td></td>
<td>Baseline</td>
<td>Basketball</td>
<td>1 offering per year for a minimum of 6 weeks</td>
</tr>
<tr>
<td></td>
<td>Baseline</td>
<td>Cheerleading**</td>
<td>1 offering per year for a minimum of 6 weeks</td>
</tr>
<tr>
<td></td>
<td>Baseline</td>
<td>Flag Football</td>
<td>1 offering per year for a minimum of 6 weeks</td>
</tr>
<tr>
<td></td>
<td>Baseline</td>
<td>Soccer</td>
<td>1 offering per year for a minimum of 6 weeks</td>
</tr>
<tr>
<td></td>
<td>Locally-Selected</td>
<td>Selection of 2 additional sports</td>
<td>1 offering per year for each sport selection</td>
</tr>
<tr>
<td>(Ages 13-18yrs)</td>
<td>Baseline</td>
<td>Baseball and/or Softball *</td>
<td>1 offering per year for a minimum of 6 weeks</td>
</tr>
<tr>
<td></td>
<td>Baseline</td>
<td>Basketball</td>
<td>1 offering per year for a minimum of 6 weeks</td>
</tr>
<tr>
<td></td>
<td>Baseline</td>
<td>Cheerleading**</td>
<td>1 offering per year for a minimum of 6 weeks</td>
</tr>
<tr>
<td></td>
<td>Baseline</td>
<td>Flag Football</td>
<td>1 offering per year for a minimum of 6 weeks</td>
</tr>
<tr>
<td></td>
<td>Baseline</td>
<td>Soccer</td>
<td>1 offering per year for a minimum of 6 weeks</td>
</tr>
<tr>
<td></td>
<td>Locally-Selected</td>
<td>Selection of 2 additional sports</td>
<td>1 offering per year for each sport selection</td>
</tr>
</tbody>
</table>

* Baseball and Softball should be offered separately (boys/baseball, girls/softball) due to the gender demographic served. If the number of participants/teams do not allow for both a baseball league and a softball league to be offered each year, a single season of baseball (minimum of six weeks) can be opened up to both boys and girls for this age group, and this activity will meet the requirement for this Core Service Area.

**Cheerleading will be provided in a recreational instructional format with proper safeguards in place and should include conditioning, warm ups, cheer, dance, jumps, and tumbling. Stunting (assisted throws, tosses, catches, mounts and formations) and other related high-risk cheering performance activities/techniques are not allowed.

<table>
<thead>
<tr>
<th>Business Line</th>
<th>Baseline or Locally-Selected</th>
<th>Program Activity Requirements</th>
<th>Frequency Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Fitness</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>School Age Care (SAC) Program</td>
<td>Baseline</td>
<td>BGCA Triple Play: Physical Activity (Body) - Triple Play Daily Challenges</td>
<td>10 lessons over 10 weeks Each sport/activity must last for 1 week</td>
</tr>
<tr>
<td></td>
<td>Baseline</td>
<td>BGCA Triple Play: Physical Activity (Body) - Triple Play Daily Challenges, Too</td>
<td>10 lessons over 10 weeks Each sport/activity must last for 1 week</td>
</tr>
<tr>
<td></td>
<td>Baseline</td>
<td>BGCA Triple Play: Physical Activity (Body) - Physical Fitness Activity</td>
<td>Daily activity upon completion of Triple Play Daily Challenges and Triple Play Daily Challenges, Too</td>
</tr>
<tr>
<td></td>
<td>Baseline</td>
<td>BGCA Triple Play: Social Recreation (Soul) - Social Activities</td>
<td>Daily</td>
</tr>
<tr>
<td></td>
<td>Locally-Selected</td>
<td>Fitness activities</td>
<td>One activity per month, if on-base facility exists</td>
</tr>
<tr>
<td>Recreational School Age Program (5-12yrs)</td>
<td>Baseline</td>
<td>America’s Armed Forces Kids’ Run</td>
<td>Late Spring (May) each year</td>
</tr>
<tr>
<td></td>
<td>Locally-Selected</td>
<td>Fitness activities</td>
<td>One activity per quarter</td>
</tr>
<tr>
<td>Teen Program (13-18yrs)</td>
<td>Baseline</td>
<td>BGCA Triple Play: Social Recreation (Soul) - Social activities</td>
<td>Daily</td>
</tr>
<tr>
<td></td>
<td>Locally-Selected</td>
<td>Fitness activities</td>
<td>1 activity per quarter</td>
</tr>
</tbody>
</table>
### Health and Nutrition

<table>
<thead>
<tr>
<th>Business Line</th>
<th>Baseline or Locally-Selected</th>
<th>Program Activity Requirement</th>
<th>Frequency Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>School Age Care (SAC) Program</td>
<td>Baseline</td>
<td>BGCA Triple Play: Nutrition (Mind) - Healthy Habits curriculum</td>
<td>10 lessons over 10 weeks</td>
</tr>
<tr>
<td></td>
<td>Baseline</td>
<td>BGCA Triple Play: Nutrition (Mind) - Nutrition activities</td>
<td>Weekly activity upon completion of Healthy Habits curriculum</td>
</tr>
<tr>
<td></td>
<td>Baseline</td>
<td>Come Grow With Us Initiative - Gardening program</td>
<td>Year-round</td>
</tr>
<tr>
<td></td>
<td>Locally-Selected</td>
<td>No requirements</td>
<td>---------</td>
</tr>
<tr>
<td>Recreational School Age Program (5-12yrs)</td>
<td>Baseline</td>
<td>Come Grow With Us Initiative - Gardening program activities</td>
<td>One activity per quarter</td>
</tr>
<tr>
<td></td>
<td>Locally-Selected</td>
<td>Health/nutrition event</td>
<td>One event per quarter</td>
</tr>
<tr>
<td>Teen Program (13-18yrs)</td>
<td>Baseline</td>
<td>BGCA Triple Play: Nutrition (Mind) - Healthy Habits curriculum</td>
<td>10 lessons over 10 months</td>
</tr>
<tr>
<td></td>
<td>Baseline</td>
<td>BGCA Triple Play: Nutrition (Mind) - Nutrition activities</td>
<td>1 activity per month upon completion of the Healthy Habits curriculum</td>
</tr>
<tr>
<td></td>
<td>Locally-Selected</td>
<td>No requirements</td>
<td>---------</td>
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### Outdoor Recreation

<table>
<thead>
<tr>
<th>Business Line</th>
<th>Baseline or Locally-Selected</th>
<th>Program Activity Requirements</th>
<th>Frequency Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>School Age Care (SAC) Program</td>
<td>Baseline</td>
<td>No requirements</td>
<td>---------</td>
</tr>
<tr>
<td></td>
<td>Locally-Selected</td>
<td>Outdoor activities</td>
<td>One activity per month, per seasonal camp</td>
</tr>
<tr>
<td>Recreational School Age Program (5-12yrs)</td>
<td>Baseline</td>
<td>No requirements</td>
<td>---------</td>
</tr>
<tr>
<td></td>
<td>Locally-Selected</td>
<td>Outdoor activities</td>
<td>One activity per month, per seasonal camp</td>
</tr>
<tr>
<td>Teen Program (13-18yrs)</td>
<td>Baseline</td>
<td>No requirements</td>
<td>---------</td>
</tr>
<tr>
<td></td>
<td>Locally-Selected</td>
<td>Outdoor activities</td>
<td>1 activity per month</td>
</tr>
</tbody>
</table>

### Motor Skills Development

<table>
<thead>
<tr>
<th>Age Group</th>
<th>Baseline or Locally-Selected</th>
<th>Program Activity Requirements</th>
<th>Frequency Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Eligible Patrons (3-5yrs)</td>
<td>Baseline</td>
<td>NAYS Start Smart: Six-week manual-based program, offered outside of normal CDC Program Hours of Operation (Nights and/or weekends in a one-on-one interaction format)</td>
<td>Must be offered twice a year</td>
</tr>
<tr>
<td></td>
<td>Locally-Selected</td>
<td>No requirements</td>
<td>---------</td>
</tr>
</tbody>
</table>
### Appendix B:
Sample Monthly Calendar for SAC Program

<table>
<thead>
<tr>
<th>Sunday</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1 CLOSED</td>
<td></td>
<td>6 CLOSED</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>2 CLOSED</td>
<td></td>
<td>13 CLOSED</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>3 CLOSED</td>
<td></td>
<td>20 CLOSED</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>4 CLOSED</td>
<td></td>
<td>27 CLOSED</td>
</tr>
<tr>
<td></td>
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<td>5 CLOSED</td>
<td></td>
<td>26 CLOSED</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
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<td>6 CLOSED</td>
<td></td>
<td>25 CLOSED</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>7 CLOSED</td>
<td></td>
<td>24 CLOSED</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>8 CLOSED</td>
<td></td>
<td>23 CLOSED</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>9 CLOSED</td>
<td></td>
<td>22 CLOSED</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>10 CLOSED</td>
<td></td>
<td>21 CLOSED</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>11 CLOSED</td>
<td></td>
<td>20 CLOSED</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>12 CLOSED</td>
<td></td>
<td>19 CLOSED</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>13 CLOSED</td>
<td></td>
<td>18 CLOSED</td>
</tr>
<tr>
<td></td>
<td></td>
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<td></td>
<td>14 CLOSED</td>
<td></td>
<td>17 CLOSED</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>15 CLOSED</td>
<td></td>
<td>16 CLOSED</td>
</tr>
<tr>
<td>1</td>
<td>Jump Rope Challenge</td>
<td>MyPyramid/Your Pyramid</td>
<td>Swimming Pool</td>
<td>Field Trip Day</td>
<td>Community Garden</td>
<td>Swimming Pool</td>
</tr>
<tr>
<td>2</td>
<td>Jump Rope Challenge</td>
<td>MyPyramid/Your Pyramid</td>
<td>Swimming Pool</td>
<td>Field Trip Day</td>
<td>Jump Rope Clinic</td>
<td>Swimming Pool</td>
</tr>
<tr>
<td>3</td>
<td>Jump Rope Challenge</td>
<td>MyPyramid/Your Pyramid</td>
<td>Swimming Pool</td>
<td>Field Trip Day</td>
<td>Jump Rope Clinic</td>
<td>Swimming Pool</td>
</tr>
<tr>
<td>4</td>
<td>CLOSED</td>
<td>CLOSED</td>
<td>CLOSED</td>
<td>CLOSED</td>
<td>CLOSED</td>
<td>CLOSED</td>
</tr>
<tr>
<td>5</td>
<td>CLOSED</td>
<td>CLOSED</td>
<td>CLOSED</td>
<td>CLOSED</td>
<td>CLOSED</td>
<td>CLOSED</td>
</tr>
<tr>
<td>6</td>
<td>CLOSED</td>
<td>CLOSED</td>
<td>CLOSED</td>
<td>CLOSED</td>
<td>CLOSED</td>
<td>CLOSED</td>
</tr>
<tr>
<td>Notes:</td>
<td>Sports Clinic should provide opportunities to learn and enhance sports and fitness skills and must be offered in week-long format.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Triple Play Daily Challenges must be offered as a week-long activity.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Healthy Habits must be offered as a week-long activity.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Community Garden offered ongoing</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Swimming Pool and Bowling Center exist on-base</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>SAC requirements for Outdoor Recreation programs are one Locally Selected activity per month, per seasonal camp.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Appendix C
Sample Activity Plans
## Youth Program Activity Plan & After Action

### ACTIVITY PLAN

<table>
<thead>
<tr>
<th>BUSINESS LINE(S)</th>
<th>SAC</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACTIVITY DATES</td>
<td>25-29 March 2013</td>
</tr>
<tr>
<td>STAFF IMPLEMENTING ACTIVITY</td>
<td>Jami Marion</td>
</tr>
</tbody>
</table>

### Core Programming Areas
- Character & Leadership
- Education & Career
- Health & Life Skills
- Sports, Fitness, Recreation
- Technology
- The Arts

### Youth Fitness Core Service Areas
- Fitness
- Outdoor Recreation
- Motor Skill Development
- Health & Nutrition

### Explain How the Activity Meets Core Programming Area(s) or Youth Fitness Core Service Area(s)
- Character & Leadership - Youth will be provided opportunities to teach a team, create and teach plays, and referee pick up games. Staff will lead discussions about coaching & refereeing to help youth learn basketball rules, procedures, and strategies. They will discuss the how to make decisions.
- Health & Life Skills - Youth will learn how playing basketball can lead to a healthy lifestyle. Staff & youth will discuss the health benefits of basketball. (CONTINUED ON OPTIONAL PAGE 3)

### Materials/Resources Needed for the Activity?
- Basketballs (4-6), practice jerseys (5), stopwatch, two basketball goals, may need youth/junior sized basketballs for younger youth.

### Learning Outcomes and Safety Precautions
- Ensure all youth are wearing appropriate footwear (tennis shoes) and clothing. Youth will learn the proper way to play the game.

### Activity Process
- At the beginning of the week youth will work on fundamentals such as dribbling, passing, and shooting. Then we will focus on various defenses and running plays. At the end of the week youth will participate in games. **See attachment for specific drills.**

### What is the Ideal Age Range for This Activity, Adaptations Necessary, Special Considerations?
- 9-12 is the ideal age range for this activity, however, younger youth can play as well by lowering the goals, using a smaller/lighter ball, pairing up like ability levels.

### List Youth Input for This Activity
- Breeden and Kian asked about playing basketball during SAC. They told me they liked watching the March Madness tournament and wanted to become better players so they could play in college.
# Youth Program Activity Plan & After Action

## AFTER ACTION REPORT

<table>
<thead>
<tr>
<th>HOW MANY YOUTH PARTICIPATED IN THE ACTIVITY?</th>
<th>18</th>
</tr>
</thead>
</table>

### STAFF FEEDBACK AND NOTES

For next time, I would try to arrange a field trip to a local high school, college or pro basketball game. I would also see if a local high school, college or pro team/coach would come to the SAC program to meet the youth and run drills with them. During the NCAA tournament, I would arrange to have a TV set up so youth could watch the games and complete their own tournament bracket. I also would set up poster size bracket and let the youth fill it in after they find the results on the computer or from watching the games. I would also, talk to the Youth Sports Coordinator to implement a basketball program and/or clinics for youth. Let him know about the activities completed in SAC and interest developed by youth.

### YOUTH INPUT

Youth enjoyed the opportunity to be the coach. They like drawing up their own plays and seeing if the play would work. Some of the youth also like to referee the games instead of playing. Youth want to spend more time playing/learning basketball.

### OTHER NOTES

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CNICYP 170Q/44, MAY 2013
Youth Program Activity Plan & After Action

Optional Continuation Sheet

INCLUDE ADDITIONAL COMMENTS FROM PAGES 1 AND 2

CONTINUED—MEETS PROGRAM CORE:

*Education & Career - Toward the end of the week, staff and youth will discuss the various career opportunities associated with basketball (player, coach, statistician, referee, scout, trainer, media, etc) and what education is required for those careers.

*Sports, Fitness, Recreation - Basketball is a sport. By exposing youth to basketball, they will be given an opportunity to participate in an activity that is an aerobic and cardiovascular workout, improves coordination, and provides a recreational outlet for socialization.
Basketball Drills:

**Dribbling** – Have youth dribble a ball the length of the court (both directions) using their right hand three times. Encourage youth to go at a slow pace so they will maintain control of the ball. As their skills progress, so will their speed. Repeat the drill having youth use their left hand.

**Follow the leader** – Designate one youth as the leader, with all others lined up behind them. The leader will dribble around the gym with the others following. Youth should change speeds, hands and direction.

**Passing** – Youth will need to pair up, standing 5-8 feet apart. Youth should start with the chest pass by using both hands to pass the ball to their partner. The ball should not hit the floor. Encourage youth to step into their pass. Do 10 passes each. Next have youth switch to the bounce pass. The ball should bounce ¼ between the two youth. Again, remind youth to step into their passes and use both hands. Do 10 passes each.

**Shooting** – Divide youth up among available baskets. Starting close to and on the right side of the hoop, have youth make 3 baskets. Youth should take 2 steps back and shoot until they make 3 more baskets. Have youth continue to move back from the hoop (after making 3 baskets) as far as they can depend upon their skill level. Repeat the drill from in front and to the left of the hoop.

**Hot Shot Shooting** – Pick 4 or 5 locations on the court to have youth shoot from. Assign each spot a point value. Have youth shoot for 30 or 60 seconds to see how many points they can score.

**Defense** – Have youth play a zone defense. Five youth on the court will be assigned to defend a specific zone. They will shift as the offense moves the ball. Various zone defenses used are 2-1-2, 3-2, and 2-3-4. Details can be found online. Remind youth to keep their hands up on defense and move their feet.
# Youth Program (Sports) Activity Plan & After Action

## ACTIVITY PLAN

<table>
<thead>
<tr>
<th>SPORT NAME</th>
<th>Basketball</th>
</tr>
</thead>
</table>

**Baseline or Locally Selected:** Baseline

<table>
<thead>
<tr>
<th>START DATE</th>
<th>END DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>09-May-2013</td>
<td>26 April 2013</td>
</tr>
</tbody>
</table>

**Location:** YP Gym and Base Fitness Center Gym

### Age Groups
- [ ] SPORTS LEAGUE
- [x] CLINIC
- [ ] INSTRUCTIONAL CLASS

### Equipment/Materials Needed for the Sport
- Ages 6-8: 4 size 22" basketballs, 1 ball bag, 1 whistle, 1 clipboard, 5 practice jerseys (x6 teams)
- Ages 7-8: 4 size 27.5" basketballs, 1 ball bag, 1 whistle, 1 clipboard, 5 practice jerseys (x6 teams)
- Ages 9-10: 4 size 27.5" basketballs, 1 ball bag, 1 whistle, 1 clipboard, 5 practice jerseys (x6 teams)
- Ages 11-13: 4 size 29.5" basketballs, 1 ball bag, 1 whistle, 1 clipboard, 5 practice jerseys (x6 teams)
- Ages 6-12 Girls: 4 26.5" size basketballs, 1 ball bag, 1 whistle, 1 clipboard, 5 practice jerseys (x6 teams)

### Marketing Plan
- 400 1/2 page flyers distributed to schools, 300 1/2 page flyers for programs and MWR facilities, 10 posters for MWR facilities & YP
- Power Point slide for Commander's Channel, Ad for base newspaper
- E-mail sent to all of last year's participants
- Updates added to Youth Programs and MWR Facebook pages
- Request for volunteers sent out in November (head coaches and referees advertised in the same outlets as above)

### Facility/Field Requirements and Reservations
- **YP Gym:** Practice Monday-Friday 1700-2000 (reservations confirmed via e-mail)
- **Fitness Center Gym:** Practice Monday-Thursday 1700-2000 (reservations confirmed via e-mail)
- **YP Gym:** Games Saturday 0800-1500 (reservations confirmed via e-mail)
- **Fitness Center Gym:** 0900-1300 (reservations confirmed via e-mail)

### Registration/Team Assessment Plan
- Registration: 1-Dec-12 - 28-Dec-12
- Skilled Assessment: 3-Dec, 6-Dec, 1700-1900 at Youth Programs Gym
  - 4-Dec, 6-Dec, 1700-1900 at Fitness Center Gym
  - 11-Dec, 13-Dec, 1700-1900 at Youth Programs Gym

### List of Any Potential Partners/Contact Information
- Local BGCA program, Joe Smith, 123-456-7891 (to arrange games for 11-13 year old boys and 9-12 year old girls)
## Youth Program (Sports) Activity Plan & After Action

### After Action Report

<table>
<thead>
<tr>
<th>HOW MANY &quot;TOTAL&quot; YOUTH REGISTERED FOR THE SPORT?</th>
<th>229</th>
</tr>
</thead>
<tbody>
<tr>
<td>HOW MANY TOTAL VOLUNTEERS WERE UTILIZED FOR THIS SPORT?</td>
<td>38</td>
</tr>
</tbody>
</table>

**WHAT WENT WELL?**

- The skill assessments were a great opportunity to ensure teams were balanced. Great participation from coaches and youth.
- Scheduling a daytime for coaches (by age group) to pick up their equipment, roster, by-laws, and practice and game schedules. This allowed for questions to be answered with everyone present.
- The parent meeting was a great opportunity to discuss schedules, by-laws, options for older youth (to play local BGCA teams)
- Volunteer referees - did a great job!

**WHAT DIDN'T WORK?**

- Some of the less experienced coaches had a hard time organizing their practices and trouble communicating with the parents.
- Uniforms didn't arrive until the day before the first game.
- Not all parents attended the parent's meeting.

**WHAT CHANGES SHOULD BE MADE FOR THIS SPORT IN THE FUTURE?**

- Need to work with coaches to ensure they are confident in their role as a volunteer.
- Uniforms need to be ordered at least 3 weeks in advance.
- Need to find incentive for parents to attend the Parent Information Meeting.

**WHAT PURCHASES ARE REQUIRED FOR THIS SPORT NEXT SEASON?**

- Uniforms
- Score books

**OTHER NOTES**

---

Appendix C: Sample Activity Plans
EQUIPMENT/MATERIALS CONTINUED FROM PAGE 1:
Uniforms (jersey and shorts for each player) x 10 players x 30 teams (see attached form for order details)
Score books (x4), Referee jerseys (x4), stop watches (x4)
## Appendix D: Equipment Field/Facility Safety Checklist

<table>
<thead>
<tr>
<th>Equipment and Field/Facility Safety Checklist</th>
<th>Date Submitted to Maintenance for Repair</th>
</tr>
</thead>
<tbody>
<tr>
<td>Inspector Name:</td>
<td></td>
</tr>
<tr>
<td>Program Name:</td>
<td></td>
</tr>
<tr>
<td>Field Name/No.:</td>
<td>Date of Inspection:</td>
</tr>
<tr>
<td>Date</td>
<td></td>
</tr>
</tbody>
</table>

### PLAYING SURFACE

- There are unsafe bare spots in turf with a hard soil surface exposed
- The surface is uneven because of soil grade
- Soil is too wet or drains poorly making an unsafe running surface
- Moles, gophers or other animals have caused mounds or holes
- Hazardous ruts occur on the field from mowing equipment or trenching
- Permanent materials used to mark lines (i.e., white boards or fire hose) are protruding from the surface
- Turf is not uniform in texture, density, or height making an unsafe playing surface
- Turf irrigation comes on during games or practices
- Turf is not stable and "blow-outs" frequently occur
- Weeds are present with thorns, bristles, or burrs

### PLAYING AREA

- Practice equipment is left on the playing surface
- Litter and unsafe debris is scattered around the field and player/spectator areas
- Our facility does not comply with industry recommended field design specifications
- Maintenance equipment such as rakes; hoses, etc. have been left on the field
- Sprinkler heads, drainage grates, valve boxes, etc. in the field are above grade or have sharp edges or unsafe protrusions
- Recurring accidents from players running into surrounding objects such as fencing, light posts, bleachers, etc.
- The supply and location of waste cans is inadequate

### FENCING

- Fence posts are on the inside of the playing area fence
- Fencing is not securely attached to the fence posts with loose or broken ties
- There are unsafe gaps under fencing
- Concrete footings are exposed above ground
- Wire ends of chain link fencing are exposed along the top
- There are damaged portions of fencing that are loose, sharp, protruding, or unsafe
- Fence posts are loose or improperly set in the ground
- There is no bottom tension wire or railing to secure the bottom of the fence
- There is no top railing to secure fence at the top
- Gates are left open during games
- There is loose or unattached fence crown, windscreen, netting, or padding
<table>
<thead>
<tr>
<th>LIGHTING</th>
</tr>
</thead>
<tbody>
<tr>
<td>✓ There are burned out lights</td>
</tr>
<tr>
<td>The lighting grid pattern on the field is uneven or irregular</td>
</tr>
<tr>
<td>The lighting foot-candles do not meet industry recommended specifications</td>
</tr>
<tr>
<td>The beam direction of the lights is out of adjustment</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>BLEACHERS / PLAYER BENCHES</th>
</tr>
</thead>
<tbody>
<tr>
<td>✓ Wooden planks are worn out or splintered</td>
</tr>
<tr>
<td>The nuts and bolts on the bleachers are loose, missing, or protruding</td>
</tr>
<tr>
<td>The guardrails are loose or missing</td>
</tr>
<tr>
<td>The plank or railing end caps are loose or missing</td>
</tr>
<tr>
<td>There are hazardous protrusions or sharp edges</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>GENERAL SAFETY CONSIDERATIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>✓ There are no warning signs posted informing personnel of limited use rules or hazardous conditions</td>
</tr>
<tr>
<td>The marking material used is irritating to the eyes</td>
</tr>
<tr>
<td>Areas that are hazardous or under repair have not been blocked off or identified</td>
</tr>
<tr>
<td>There is currently no communication between the maintenance staff and the facility users</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SOCCER SPECIFIC – SAFETY CONSIDERATIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>✓ Goal posts or goals are cracked, broken, loose, or are out of alignment</td>
</tr>
<tr>
<td>Goal anchors are not in place and improperly secured to the goal and ground surface</td>
</tr>
<tr>
<td>Goal anchor bags if used; are in poor condition, inadequately filled not properly placed over the base at the back corners</td>
</tr>
<tr>
<td>All goal connecting hardware, such as nuts and bolts, are not in place and secure</td>
</tr>
<tr>
<td>Sharp edges exist on the goal and/or net attachment system</td>
</tr>
<tr>
<td>The goal is uneven or on a surface that is not level</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>FLAG FOOTBALL SPECIFIC – SAFETY CONSIDERATIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>✓ Goal posts or goals are cracked, broken, loose, or are out of alignment</td>
</tr>
<tr>
<td>Goal post pads are missing, damaged, loose, or do not provide sufficient barrier from injury</td>
</tr>
<tr>
<td>Sharp edges exist on the goal and/or pad attachment system</td>
</tr>
<tr>
<td>Field markings are not established for the age and developmental range of the intended participants</td>
</tr>
<tr>
<td>Support equipment (portable benches, coolers, etc.) are not a minimum of 10 yards from the playing area</td>
</tr>
<tr>
<td>Benches have sharp edges, damaged, loose, or not level</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SOFTBALL / BASEBALL SPECIFIC – SAFETY CONSIDERATIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>✓ Backstop not secure, gaps between frame and fence, sharp edges, loose or missing hardware and bolts</td>
</tr>
<tr>
<td>Backstop has exposed or broken concrete footings</td>
</tr>
<tr>
<td>Players area has exposed openings where errant / foul balls could directly strike a player on the bench</td>
</tr>
<tr>
<td>Benches have sharp edges, damaged, loose, or not level</td>
</tr>
<tr>
<td>Bases are not set for the age and developmental range of the intended participants</td>
</tr>
<tr>
<td>Base anchors are too high, angled or uneven</td>
</tr>
<tr>
<td>Home plate or base set too high</td>
</tr>
<tr>
<td>Pitching rubber damaged, uneven or set too high</td>
</tr>
<tr>
<td>Temporary base anchors exposed or bases not secured</td>
</tr>
<tr>
<td>Pitching rubber damaged, uneven or set too high</td>
</tr>
<tr>
<td>Temporary base anchors exposed or bases not secured</td>
</tr>
</tbody>
</table>

Indicates a safety issue and requires immediate attention prior to YSF program utilization.
Appendix E
Guide to Instructor Certification Governing Bodies
## Appendix E:
Guide to Instructor Certification Governing Bodies

<table>
<thead>
<tr>
<th>Activity</th>
<th>Instructor Certification Governing Body</th>
<th>Navy YSF Core Service Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rock Climbing</td>
<td>American Mountain Guides Association (AMGA): The Single Pitch Instructor Program</td>
<td>Outdoor Recreation</td>
</tr>
<tr>
<td>Archery</td>
<td>National Field Archery Association USA Archery</td>
<td>Outdoor Recreation</td>
</tr>
<tr>
<td>Canoeing/Kayaking</td>
<td>American Canoe Association (ACA)</td>
<td>Outdoor Recreation</td>
</tr>
<tr>
<td>Surfing</td>
<td>National Surf School &amp; Instructors Association (NSSIA) <a href="http://www.isasurf.org/">http://www.isasurf.org/</a></td>
<td>Outdoor Recreation</td>
</tr>
<tr>
<td>Mountain Biking/Cycling</td>
<td>International Mountain Bike Instructor Certifications (IMBIC)</td>
<td>Outdoor Recreation</td>
</tr>
<tr>
<td>White Water Rafting</td>
<td>U.S. National Whitewater Center</td>
<td>Outdoor Recreation</td>
</tr>
<tr>
<td>Horseback Riding</td>
<td>American Riding Instructors Association (ARIA) <a href="http://www.usef.org/">http://www.usef.org/</a></td>
<td>Outdoor Recreation</td>
</tr>
<tr>
<td>Backpacking</td>
<td>National Outdoor Leadership School</td>
<td>Outdoor Recreation</td>
</tr>
<tr>
<td>Gymnastics</td>
<td>Safety/Risk Management Gymnastic Certification</td>
<td>Sports</td>
</tr>
<tr>
<td>Swim Team</td>
<td>The Swim Professor</td>
<td>Sports</td>
</tr>
<tr>
<td>Hockey</td>
<td>USA Hockey</td>
<td>Sports</td>
</tr>
<tr>
<td>Water Polo</td>
<td>USA Water Polo</td>
<td>Sports</td>
</tr>
<tr>
<td>Wrestling</td>
<td>American Sport Education Program</td>
<td>Sports</td>
</tr>
<tr>
<td>Skateboarding</td>
<td>National Skateboard Certification Program</td>
<td>Sports</td>
</tr>
<tr>
<td>Dance</td>
<td>Dance Instructor Certificate</td>
<td>Sports</td>
</tr>
<tr>
<td>Martial Arts</td>
<td>Martial Arts Instructor Association</td>
<td>Fitness</td>
</tr>
<tr>
<td>In-Line Skating</td>
<td>Inline Skating Resource Center</td>
<td>Fitness</td>
</tr>
<tr>
<td>Racquetball</td>
<td>USA Racquetball</td>
<td>Fitness</td>
</tr>
<tr>
<td>using fitness center/gym</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Updated June 2013
Appendix F
NAYS NYSCA/NYSOA Code of Ethics
Appendix F:
NAYS NYSCA/NYSOA Code of Ethics

NYSCA Navy YSF Position Description/Code of Ethics

POSITION DESCRIPTION

- Assist in managing Navy YSF Programs for male and female athletes, between the ages of 5-18 years;
- Assist in the supervision of participants to ensure appropriate development occurs in a fun, healthy, and safe environment; and
- Act as a role model for 5-18 year old athletes assigned to your team; thus, demonstrating sportsmanship, fair play, and full participation.

POSITION RESPONSIBILITIES

- Provide a safe and fun environment for the children;
- Teach the young athletes the fundamentals of the sport;
- Give each player equal playing time;
- Put the feelings of the players ahead of any desire you have to win;
- Plan and supervise games, practices, and events;
- Learn and follow all league rules, policies, and procedures;
- Supervise assistant coaches, managers, or team parents;
- Encourage the involvement of the parents;
- Schedule and conduct parent meetings;
- Be enthusiastic;
- Be more interested in fun and learning and less worried about winning at all costs;
- Be patient with children and adults;
- Be organized and dependable; and
- Attend ongoing training and meetings.

POSITION QUALIFICATIONS:

- Successfully completed the application procedure and background check;
- Attended scheduled coaching interviews, clinics, and/or meetings;
- Successfully completed all Navy volunteer training; and
- Successfully completed the National Youth Sports Coaches Association (NYSCA) Certification Program prior to the beginning of the season.
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 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.

As a volunteer coach, you are treated by local, state and federal law as being an unpaid employee of the agency with which you are associated; therefore, you must conduct yourself in the same manner as you would at your own job. In the same respect, you will receive the same treatment, aside from compensation and benefits.

I agree that I have read and understand the job description for a Navy CYP Youth Sports and Fitness volunteer coaching position, and that I accept the terms of the job description and the aforementioned Code of Ethics.

_________________________ _____________________________
Coach Printed Name               Coach Electronic Signature

_________________________
Date
NYSOA Navy YSF Position Description/Code of Ethics

JOB DESCRIPTION

- Provides officiating services for the Navy YSF Program for male and female participants between the ages of 5-18;
- Assists in the supervision of participants to ensure appropriate development occurs in a fun, healthy, and safe environment;
- Acts as a role model for 5-18 year old players participating in the activity/sport; and
- Through proper and unbiased enforcement of the applicable rules and regulations, provides for the safety, fair play, learning, and teamwork of all participants.

JOB RESPONSIBILITIES

- Successfully complete the application procedure and background check;
- Devote time, thought, and study to the rules of the game and the mechanics necessary to carry out these rules in a fair and unbiased manner;
- Be prepared both physically and mentally, dress according to expectations, and maintain a proper appearance that is befitting an official;
- Display proficiency, knowledge, and understanding of the rules of the contest and the YSF Program’s Code of Ethics;
- Converse with other, more experienced, officials and YSF staff about rules or game situations;
- Observe other officials’ work, paying specific attention to his/her rule application, positioning, and mechanics;
- Use proper mechanics to be in the right place to make the best call;
- Be vocal and confident when making a call;
- Attend any scheduled Official’s Clinics or Meetings to be knowledgeable of the specific league rules and regulations;
- Meet the physical demands of the job;
- Use pre-game to communicate with the coaches (Note: it is imperative that you communicate as it makes for a smoother game);
- Notify YSF Program staff of any/all ejections and violations of the Code of Ethics by players, coaches, parents, and/or spectators;
- Notify YSF Program staff of any/all removals of a player due to signs and/or symptoms of an injury;
- When dealing with athletic injury, stop play as soon as possible. Do not encourage an injured athlete to move; nor should you offer medical advice or act in any way dictating injury management;
- Be patient with children and adults;
- Accept your role in an unassuming manner, as showboating and over-officiating are not acceptable;
- Maintain confidence and poise, controlling the contest from start to finish;
- Publicly shake hands with coaches of both teams before the contest;
- Never exhibit emotions or argue with participants and coaches when enforcing rules;
- Be organized; and
- Be dependable.
POSITION QUALIFICATIONS

- Successfully completed the application procedure and background check;
- Attended scheduled officials interviews, clinics, and/or meetings;
- Successfully completed all Navy volunteer training; and
- Successfully completed the National Youth Sports Officials Association (NYSOA) Certification Program prior to the beginning of the season.

CODE OF ETHICS

I 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 provide an opportunity for children to learn and have fun and I will place their safety above all else.

As a volunteer official, you are treated by local, state and federal law as being an unpaid employee of the agency with which you are associated; therefore, you must conduct yourself in the same manner as you would at your own job. In the same respect, you will receive the same treatment, aside from compensation and benefits.

I agree that I have read and understand the job description for a Navy Youth Sports and Fitness volunteer official position, and that I accept the terms of the job description and the aforementioned Code of Ethics.

_________________________ _________________________
Official Printed Name                       Official Electronic Signature

_________________________
Date