

# YOUTH SPORTS PARENT'S HANDBOOK



JB CHARLESTON YOUTH SPORTS PROGRAM  
NAVAL WEAPON STATION YOUTH SPORTS PROGRAM

## **Welcome to the World of Youth Sports**

We truly appreciate your time and commitment to put your children in to Youth Sports. Our program's primary goal is to teach youth the fundamentals of a sport and the enjoyment that comes with playing, while providing a safe environment.

### **Key Contacts**

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## AF CYP Mission

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

- To provide a meaningful experience for all participants through quality instruction, emphasizing good sportsmanship and equal play along with teamwork, respect, dedication, and discipline.
- To provide an atmosphere where each child feels a sense of belonging and achievement regardless of ability.
- To recognize effort and improvement, along with achievement, to help improve self-esteem and foster a positive self-image.
- To provide guidelines to make each sport age-appropriate and to ensure proper fundamentals are developed and enthusiasm for the sport is fostered.
- To design each sport program to attract and retain every interested player and raise the level of play of each of these players as high as possible.
- To provide the support and training for parents and other interested adults who take on the responsibility of providing, through sport, these positive lifestyle choices for their children.

## Youth Sports Program Philosophy

Youth sports programs are offered at JB Charleston to provide youth ages 3-18 with the opportunity to experience a wide variety of both team and recreational sports in an age-appropriate and safe environment. The intent of these sports is to help each child grow physically, emotionally and socially.

Through Youth Sports, children can develop an enthusiasm for participation which can become the foundation for lifelong interests in being active and fit. The program is dedicated to promoting sportsmanship, development of fundamental skills, teamwork and the support of the athletic and recreational needs of the youth community. It also provides opportunities for parents to contribute to our community by serving as volunteers.

**Youth Sports can only run with Volunteer Coaches!**

Joint Base Charleston Youth Sports Programs follow **the National Standards for Youth Sports** developed by the **National Alliance for Youth Sports (NAYS)**.

Programs mirror the following standards:

- Programs based on the child's well-being
  - Substance Free Environment
  - Parents as Active Role Models
  - Equal Play Opportunity
- Safety Rule Requirement
  - **NO** Jewelry (earrings, necklace, watches, etc.)
  - **NO** Hard Hair Clasps (barrettes, bobby pins, etc.)
  - **NO** Pockets in pants or shorts for practices or games
- Equipment Standards
  - *Soccer*: NOCSAE Shin Guards are **mandatory** for practices and games – underneath socks
  - *Baseball*: players must provide their own gloves. For ages 9 and up, groin/pelvic protection is **mandatory** for practices and games.
  - *Flag Football*: Mouth Guards are **mandatory** for practices and games. If cleats are worn, they need to be non-metal.
- League Orientation Meeting
  - Per AFI 34-144, Parents of children/youth participating in youth sports are required to attend an annual YS&F orientation meeting.
- Code of Ethics
  - Players, Parents and Coaches are required to sign the NAYS Code of Ethics pledging their commitment to providing an enjoyable experience, as well as responsibility in supporting the youth sports' experience.
- By-Laws
  - Rules are set up for each sport and is given to parents prior to each start of the season via parent's meeting or email.
  - YS and/or YP Directors may amend the by-laws as necessary to ensure continuity and integrity of the program before or during the season.
- Conduct
  - Parents not upholding the Youth Sports Code of Ethics will be given **one warning**. If misconduct continues, the individual may be removed for the remainder of the season. Each incident will be taken on a case by case basis for additional action.
  - Misconduct includes, but not limited to: not being respectful to other players, coaches and officials, fighting (physical or verbal), obscene or abusive language, etc.

- Annual Physicals & Immunization Record
  - Prior to participating in Youth Sports, each child **MUST** have an annual physical examination turned in to the Youth Center and kept on file. Those without current physicals will be restricted from play.
  - Immunizations must be up to date and turned in to the Youth Center. The annual flu shot is **MANDATORY**, unless waived.
- Volunteer Positions
  - Coaches and Assistant Coaches: must attend coach's clinic before sports' season and will become member of NYSCA.
  - Team Parents: assist coach with non-coaching tasks during the season, i.e. organizing snack schedule, contacting other parents, arranging team pictures.
  - Officials: in case we need officials, we need volunteers.
- Roles
  - YP Staff: Recruit, train and appoint all volunteers to act as coaches and officials. Organize and administer all league functions. Schedule and coordinate maintenance and upkeep of facilities and fields.
  - Volunteers: Provide assistance in administration of league activities. Ensure everyone adheres to program policies and procedures and the rules/regulations governing play.
  - Officials: Administer and enforce the rules and regulations of the sport in accordance with the accepted by-laws.
  - Parents/Spectators: Encourage and support the youth with positive feedback. Any negative comments will not be tolerated.

## **Sportsmanship**

1. Show respect toward self, others and authorities.
2. Teach the children fair play.
3. Encourage competitive spirit while deemphasizing the importance of winning.
4. Support and encourage team play.
5. Demonstrate self-control.

## **Inclusion Policy**

The Youth Sports Program is open to dependents of active duty, reservists, retirees, and DOD/NAF Civilian Employees of all the Armed Forces military branches of service in accordance with AFI 34-144 *Child and Youth Programs* regardless of race, creed, gender, economic status or ability.

## **Youth Sports Safety Plan**

The number one priority of the JB Charleston Youth Sports Program is the safety of all participants. All efforts are made to ensure that a safe environment is maintained at all times.

1. JB Charleston Youth Sports Program uses the guidelines in AFI 34-144.
2. All playing areas are checked before the start of the season by Wing Safety.
3. Proper clothing is required for each participant according to the sport.
4. Spectators are required to stand back from playing areas to minimize player distraction.

## **Health**

To protect your child's well-being and the well-being of others, staffs are to recognize signs and symptoms of illness. When a child becomes ill in the program, the staff will notify parents and children will not be permitted to remain in the program. If a child is sick, do not have them attend practices/games.

## **Concussions**

A traumatic injury to the brain that alters mental status or changes the way the brain normally works. It is caused by a blow to the head or body that forces the brain to move rapidly inside the skull.

**ALL** parents and players must review and sign the Parents Association for Youth Sports' (PAYS) Concussion Training prior to each sport their child plays in.

## **Transportation Policy**

- Personnel, contract workers, and specified volunteers are strictly prohibited from transporting children/youth to their personal residence that are not their own children.

## **Inclement Weather Procedures**

1. For on base play, when thunderstorms with lightning or other severe weather patterns are reported within 5 miles of the base, the Youth Sports Director or other YP Staff member will notify coaches of practice or game cancellation or delay by 1300. All families will then be notified as well.
2. If lightning is spotted by any one while practice or game is in progress, they will immediately notify YP Staff and Coaches and all youth and family members will exit the playing field and seek shelter in concession building or cars until weather

clears or until it is safe to leave the fields.

3. If outside at practice or game time and it starts to rain, the YP Sports Director, and/or officials will make the determination to cancel due to inclement weather.

## **Substance Abuse and Smoking**

Drugs and alcoholic beverages are **NOT** permitted at any youth practice or game. Youth Programs Facilities are TOBACCO-FREE areas. Coaches, players, officials and spectators are asked to refrain from E-Cig smoking/vaping, chewing or dipping smokeless tobacco products and absolutely NO smoking is allowed at any time at any practice or game.

## **Positive Guidance**

Positive guidance employs techniques which teach children respect for themselves, for others and for their environment. It provides children the direction and tools necessary for developing positive social experiences with peers and adults.

Guidance practices will include redirecting the child to acceptable activities, using simple and positive reminders to restate the rules, ignoring inappropriate behaviors when applicable, using logical and natural consequences to help children be responsible for their actions (encouraging problem-solving skills in these children), and helping children to identify feelings as well as learn acceptable ways to deal with these feelings.

CYP personnel recognizes children/youth as individuals and respect differing abilities, temperaments, activity levels, and developmental characteristics. No one specific guidance technique will work for every situation; therefore approaches will need to be adapted for each child/youth.

## **Appropriate Touch**

Touch is as necessary as food or water for children/youth to thrive and grow physically, cognitively, socially, and emotionally. Appropriate touch respects the personal privacy and space of children/youth; is nurturing (hugs, giving high-fives, etc.); keeps children/youth safe (separating physically conflicting children/youth, examining cuts/bruises/unusual marks, administering first aid to injuries); and assists with hygiene (face and hand washing, diaper changing, etc.). Remember, the age and individual needs and preferences of the child/youth should always be considered when determining if a touch is appropriate.



# It's up to all of us to protect our military children.

Report suspicions of child abuse or neglect in your community, or in a Department of Defense Child and Youth Program or sanctioned activity. *Our children's safety depends on you.*

### Three Ways to Report

If you see or suspect child abuse, child neglect or a safety violation in your DoD child and youth programs or schools, report it:

(843) 963-6972

*Installation Family Advocacy Program  
or designated department*

SC DSS OHAN: (803) 898-7669/1-800-645-9789

*Local Child Protective Services  
or designated reporting line*

**Or call the DoD Child Abuse and Safety Violation Hotline**  
*(business hours, Eastern Time):*

**877-790-1197** *[In the United States]*

Overseas: Please call collect at **571-372-5348**  
*[Local charges may apply.]*

**If a child is in immediate danger, call 911.**



# Child Maltreatment Identification and Reporting

## I. Definitions

- a. **Child abuse:** physical injury/emotional disturbance where circumstances indicate this condition may not be the product of accidental occurrence.
- b. **Child neglect:** Acts of omission that could be expected to result in physical or emotional harm to a child.

## II. Types of Child Abuse

- a. **Neglect:** Failure to provide basic needs, most common form of abuse. Includes malnutrition, inadequate clothing, shelter and/or supervision. Child may appear tired, dirty, and/or hungry.
- b. **Physical:** Head injuries, scrapes, bite marks, scalding, burns bruises, hair pulled from scalp. Marks may be usually hidden, watch for belt marks, cigarette burns. Try to determine if injuries are accidental or self-inflicted.
- c. **Emotional:** Attacks on self-confidence, self-worth. Hard to detect, look for signs in behavior; shy impossible to deal with, overly eager to please. Usually causes social development to slow.
- d. **Sexual:** Highly sexualized behaviors inappropriate to their age. A child's knowledge of sexual behavior inappropriate to their age. A child's statement. Fear of being alone with a particular person. Extreme changes in behavior.

## III. Prevention

- a. **Training:** All volunteers and staff will be trained in child abuse prevention, identification and reporting. Youth Programs will maintain resource materials on child abuse and neglect to assist volunteers and staff in responding to children.
- b. **Facility Control/Supervision:** All areas of use for youth shall be easily viewed. Rooms used by children shall not be completely darkened for any purpose. Closed-circuit televisions are in use at the Youth Center.

## IV. Reporting Child Abuse

Any instances of child abuse or neglect shall be reported as required.

- a. Youth Programs volunteers and employees will complete AF Form 1187; Incident/Accident Report, giving full details for cause of suspicion. When complete, this form will be hand-carried to the Youth Programs Director or supervisor on duty.
- b. Upon receipt of the report, the Youth Programs Director will immediately contact the Family Advocacy Officer at the JB Charleston Hospital Mental Health Clinic and the Family Member Programs Flight Chief.
- c. The volunteer or staff will never communicate suspicions with co-workers or parents. All information must remain confidential.
- d. Volunteers of staff observing or suspecting another staff member or volunteer of abusing children must report their suspicions to the YP Director or supervisor on duty.
- e. Volunteers or employees accused of child abuse or inappropriate guidance will be removed from the activity immediately.
- f. While investigation is in progress, the volunteer or employee will have no access to youth. Substantiated allegations of child abuse or severe violations of the guidance policy, as stated in AFI 34-144, will result in a proposed termination of employment or volunteer services.



## **JB Charleston Youth Programs**

JB Charleston Youth Programs-Air Base  
2451 N. O'Neal Ave, Bldg. 1993  
Charleston AFB SC 29404

JB Charleston Youth Programs-Weapons Station  
Youth Programs  
Chapel Dr., Bldg. 788  
2316 Redbank Rd.  
Goose Creek SC 29455

## **What it means to be a Good Youth Sports Parent**

### ***A good youth sports parent is one who...***

1. Encourages good sportsmanship
2. Places the emotional and physical well-being of their child ahead of their own desire to win.
3. Demands a safe and healthy environment for their child and others.
4. Demands that their child's coach be trained.
5. Supports coaches, players, officials, and administrators.
6. Demands an environment free of drugs, tobacco, and alcohol.
7. Remembers that the game is for youth – not adults.
8. Makes it fun.
9. Treats other players, coaches, fans, and officials with respect regardless of race, creed, or ability and demands this from their child as well.
10. Helps implement and enforce the National Standards for Youth Sports.