

# JBLE LANGLEY-EUSTIS YOUTH SPORTS COACH & PARENTS HANDBOOK

[Updated Sept 2016]



## **JBLE – Eustis**

Parent Central Services, Bldg. 650

650 Monroe Ave, Fort Eustis VA

757 878-4025

## **JBLE – Langley AFB**

Bethel Manor Youth Center, Bldg. 1421

2552 Big Bethel Rd, Yorktown VA

757 225-2605

# Table of Contents

<i>Subject</i> -----	Pages
<b>General</b>	
Introduction-----	4
Prescribing Directive-----	4
Mission-----	4
Philosophy -----	4
Goals -----	4
Eligibility -----	4
Open Door Policy -----	5
Confidentiality -----	5
Closed Circuit Television (CCTV) -----	5
Parent Orientation -----	5
Children/Youth Requiring Accommodations -----	6
Registration -----	6
Refund Policy -----	6
Team Assignments -----	6
Youth Responsibilities -----	7
Youth Conduct -----	7
Parent Responsibilities -----	8
Parent / Spectator Conduct -----	8
Coaches' Training -----	9
Coaches' Responsibilities -----	9
Coaches Conduct -----	9
Officials' Training-----	10
Officials' Responsibilities-----	10
Officials' Conduct -----	10
<b>Health and Nutrition -----</b>	<b>11</b>
Physicals-----	11
Substance Use-----	11
<b>Guidance/Discipline -----</b>	<b>12</b>
Child Maltreatment Reporting -----	13
Touch Policy -----	13
Injuries/Emergency Procedures -----	13
Administration of First Aid -----	14
Emergency Numbers -----	14

## Table of Contents (continued)

Safety Inspections -----	15
Inclement Weather -----	15
Excused Absences -----	16
Guidelines, Regulations and Rules-----	16
Scores -----	16
Sportsmanship -----	16
Table of Standards of Conduct -----	17

### **Safety**

Supervision of Children / Youth – Parking/Unattended in Cars-----	19
Alcohol, Drugs and Tobacco/Vaping Products-----	19
Emergency Preparedness-----	19
Protecting the Rights of Children/Youth and Families-----	19

### **For Your Awareness**

Exceptions-----	20
Hold and Save Harmless -----	20
Questions and Concerns-----	20

<b>Community Partnerships</b> -----	22
Community Resources-----	22

<b>Key Personnel</b> -----	23
----------------------------	----

## **INTRODUCTION**

Thank you for choosing Joint Base Langley Eustis Youth Sports Program. This handbook is intended to inform parents of the DOD and Air Force policies and procedures that govern the Youth Sports Program. Read them carefully in order to understand your roles and responsibilities as a Youth Sports patron/parent/coach.

## **PRESCRIBING DIRECTIVE**

School Age and Youth Programs are required to operate in accordance with AFI 34-144, Department of Defense Instructions 6060.4, and 1402.05, USC Code Chapter 88, Section 1791-1800 and the Military Child Care Act of 1989/96. Copies of all regulatory guidance, policies and inspection results are available for your review at the customer service desk.

## **MISSION**

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

## **PHILOSOPHY**

The JBLE – Langley - Eustis Youth Sports program philosophy is to provide all eligible youth, a forum / opportunity to participate in vast array of individual, team, and leisure sports in a creative, encouraging, fun instructional, and safe environment for youth to develop physically, mentally, and socially. Our program follow the National Alliance for Youth Sports (NAYS) National Standards for Youth Sports and focus on what is best for children in their growing and learning years. Through the implementation of these Standards, parents can feel confident that youth sports will truly be a positive character building experience for their child

## **ELIGIBILITY**

The JBLE Langley / Eustis Youth Sports program is open to all dependent children, 5 through 18 years of age of active duty military, DoD civilian employees either NAF or APF, Air National Guard or Air Force Reserve military personnel on active duty or inactive duty training status, active duty Coast Guard members, combat related wounded warriors, surviving spouses of military members who died from a combat-related incident, those acting in loco parentis for the dependent child of an otherwise eligible patron, eligible employees of DoD contractors, and

others may be authorized on a space available basis. In the case of unmarried, legally separated parents with joint custody or divorced parents with joint custody, children/youth are eligible for child care only when they reside with the eligible sponsor at least 25 percent of the time in a month.

### **OPEN DOOR POLICY**

Our program maintains an open door policy encouraging parents to communicate to staff and management any and all ideas, suggestions and concerns, complaints and compliments. We extend an open invitation to you to visit, observe, and participate. Occasionally we need chaperones; if you are interested and available, please let us know. In addition, any time you would like to call and check on your child/youth, the front desk staff will be happy to get the information for you.

### **CONFIDENTIALITY**

We inform children/youth and their parents or legal guardians prior to the disclosure of confidential or private information. There are circumstances when our program may be legally or ethically required to release such information without your consent. If we receive a request for the release of confidential information about your child/ youth, or when the release of confidential information is necessary for program participation, prior to releasing such information, the Chief of Youth Programs will:

- Determine if the reason to release the information is valid;
- Obtain informed, written authorization from a parent or legal guardian; and
- Offer a copy of the signed authorization to the parent or legal guardian, and maintain a copy in your child/youth's file.

### **CLOSED CIRCUIT TELEVISION (CCTV)**

All children/youth will be monitored with a closed circuit video monitoring system (CCTV) and recordings may be made regarding the daily activities within the centers. Parents/guardians may come to the Center and view their child/youth participating in activities in real-time on the CCTV monitors. Once CCTV recordings are made, the recording becomes an official Government record. Requests by parents for viewing a CCTV recording may be made to the SAC or YP Manager.

### **PARENT ORIENTATION**

Prior to the start of each season, the JBLE Youth Sports program will host a parent orientation meeting. These meetings are mandatory, and at least one parent or legal guardian is required to attend. Valuable information which a parent should know about the Youth Sports program and upcoming season will be discussed. These meetings only last approximately one hour. Also, before or during the first practice of each sport season coaches will conduct team / parent meetings with information regarding their team specifically.

## **CHILDREN/YOUTH REQUIRING ACCOMMODATIONS**

It is the policy and goal of Air Force CYPs to make reasonable accommodations which support inclusion and participation of children/youth with and without disabilities, special learning, medical and developmental needs (i.e., allergies, asthma, speech delays, physical limitations, religious preferences, etc.). Indicate your child/youth's additional needs during the request for care process as we are required to coordinate with the CYP Medical Advisor prior to enrollment to assess the best placement and accommodations for individual children/youth.

### **REGISTRATION**

Each youth wishing to participate in the Youth Sports program must be registered in person by a parent or legal guardian. At the time of registration, a Youth Sports Registration Form, AF Form 88 *Youth Programs Registration*, and Parents' Code of Ethics must be completed and appropriate fees paid. A valid physical (no more than a year old) is also required at the time of registration.

### **REFUND POLICY**

A refund of registration fees (minus a \$10 non-refundable fee) may be requested and honored by the Youth Sports and Fitness Director at any time prior to the scheduled first practice. Thereafter, only partial / prorated refunds will be approved for Permanent Change of Station (PCS) or medical reasons. Supporting documentation may be required depending on the circumstances surrounding the request. The method of refund payment will vary depending on original type of registration fee payment. If fees were paid via credit or club card, then your account will be credited. If fees were paid via cash or check, then you will be given cash. Refunds cannot be processed after the completion of that sport event or season.

### **TEAM ASSIGNMENTS**

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

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

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

### **YOUTH RESPONSIBILITIES**

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

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

### **YOUTH CONDUCT**

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

## **PARENT RESPONSIBILITIES**

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

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

## **PARENT / SPECTATOR CONDUCT**

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

## **COACHES' TRAINING**

All JBLE Youth Sports' coaches must be certified through the NYSCA. Each coach must attend at least two (2) training clinics (general and sports specific) to become certified as a Youth Sports coach. These training clinics include information on the physical, mental, and social characteristics / development of youth; positive guidance techniques; safety; first aid and cardiopulmonary resuscitation (CPR); conditioning and training; nutrition; sport specific skills, strategies, tactics, and techniques; substance abuse awareness; child abuse; injury prevention;



liability; diversity; and sexual harassment. Upon completion of the training, the JBLE Youth Sports program pays for the coaches NYSCA certification and membership that includes a million dollars (\$1,000,000) excess liability insurance while performing coaching duties.

### **COACHES' RESPONSIBILITIES**

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

### **COACHES' CONDUCT**

Each coach has signed a Coaches' Code of Ethics as part of their training. Once more, Youth Sports should be a positive and safe learning experience. So like the players and parents, coaches will be held accountable for their actions when working with children. If you feel for any reason that a coach is not following these standards, then please report their actions to the YS&FD. Coaches who fail to demonstrate the desired Standard of Conduct [Code of Ethics] will be counseled and / or disciplined by the YS&FD. Coaches not favorably responding to counseling and / or disciplining will be brought to the attention of the Youth Program Director for a review of their performance. The YS&FD will forward his or her recommendations to the Youth Program Director who will suspend/remove any coach whose conduct is considered detrimental to the best interests of the Youth Sports Program. If suspended and / or removed, the coaches' certification will be revoked. The coach will not be allowed to participate in future Youth Sports programs if this decision is made.

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

### **OFFICIALS' TRAINING**

The officials / referees used in the JBLE Youth Sports program are individuals working for a local official association which has been contracted by Youth Program to perform such duties. All of these officials / referees must be certified through the appropriate sports association for that sport for which they are assigned to officiate / referee. As part of their training, officials / referees are trained in: their responsibilities as an official / referee; the rules of the sport; court /

field coverage and positioning; communication and signals; safety; sportsmanship; and working with administrators, coaches, parents, players, and other officials / referees.

### **OFFICIALS' RESPONSIBILITIES**

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

### **OFFICIALS' CONDUCT**

Each official has signed an Officials' Code of Ethics as part of their training. Once more, Youth Sports should be a positive and safe learning experience. So like the players, parents, and coaches; officials will be held accountable for their actions when working with children. If you feel for any reason that an official is not following their code of ethics, then please report their actions to the YSF Director.

Officials who fail to demonstrate the desired code of ethics may be counseled, fined, or suspended based on the severity by the Contractor. If suspended, the official will not be allowed to participate in future Youth Sports programs.

### **HEALTH AND NUTRITION**

Understanding the benefit of developing and maintaining a healthy life style is essential for youth to achieve overall fitness and success. Youth need to develop good habits to perform at their best. Youth should be encouraged to eat nutritionally balanced meals, get plenty of rest, and exercise as conditioning is an important step in preventing injuries. The practice of rapid weight gain or loss (seen primarily in wrestling and football) solely for the purpose of participating in

sports is banned in the JBLE Youth Sports program. In addition, youth should bring their own water bottles and remember to drink plenty of water especially on hot and humid days.

### **Physicals**

Each child must have a medical clearance (sports physical) from a physician in order to participate in the Youth Sports program. The clearance must be dated no more than a year earlier from the completion of the specific sport event or season and must be on file with the Youth Sports program office prior to the child registering and participating in any activity.

### **Substance Use**

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

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

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

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

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

Center for Substance Abuse Treatment . . . . . 1-800-662-HELP

National Clearinghouse for Alcohol & Drug Information . . . . 1-800-729-6686

National Council on Alcoholism & Drug Dependence Hope line. . 1-800-622-2255

### **GUIDANCE/DISCIPLINE**

The goal of guidance is to assist children/youth in developing self-discipline. Adults will provide positive guidance that teaches children/youth to make their own decisions, help them process

feelings, recognize consequences and explore alternative solutions and outcomes to solve problems. All staff and volunteers are responsible for adhering to the guidelines outlined in this policy and will receive training annually.

Discipline techniques that are acceptable to guide the behavior of children/youth enrolled in our programs include:

- Set clear and appropriate limits
- Model acceptable behavior
- Provide an environment that encourages self-discipline
- Anticipate and eliminate potential problems
- Use natural and logical consequences
- Recognize children/youth's efforts
- Use negotiation, reasoning and redirection
- Encourage children/youth to use conflict resolution skills

Discipline techniques that are unacceptable to guide the behavior of children/youth enrolled in our programs include:

- Corporal punishment to include forced physical exercise
- Withholding nutrition or hydration
- Verbal abuse, threats or derogatory remarks about children/youth and their families
- Manual, mechanical and chemical restraints
- Isolation
- Punishment by peers and/or group punishment or discipline for individual behavior
- Punitive work assignments or unnecessarily punitive restrictions

The above discipline techniques are also to be used with children/youth that have special behavioral needs or issues; however, appropriate responses may vary depending on the child/youth and the situation. The following techniques may be used if it becomes necessary to de-escalate a volatile situation:

- Communication techniques (negotiation, mediation, listening)
- Encouraging self-calming behaviors
- Separating those involved
- Involving children/youth in regaining control
- Escorting to a space away from the area of the situation

When behavior problems arise program staff will look at the routines, the environment, and the individual needs of the children/youth to help them overcome the behavior. However, if a child/youth is consistently exhibiting inappropriate behaviors program staff will: (1) inform management and/or the Training and Curriculum Specialist; (2) initiate a conversation with both the child/youth and their family; and (3) if necessary, develop a behavior support and management plan in conjunction with YP staff and the family. Stressors of military and adolescent life and the effect they have on children/youth's behavior will be taken into consideration.

## **CHILD MALTREATMENT REPORTING**

All Child and Youth Program (CYP) employees must meet background check requirements at all times and complete required training prior to working with children. CYP employees are mandated to report any signs of child abuse or neglect.

If you ever suspect child abuse, child neglect or a safety violation in the Child and Youth Programs report it to the following:

- To report child abuse/neglect or family issues contact Family Advocacy:  
Langley: 764-2427 or 5057  
Eustis: 878-0807
- To report safety violations contact the Safety Office:  
Langley: 764-5057  
Eustis: 878-3995

-OR- call the DoD Child Abuse and Safety Violation Hotline: **1-877-790-1197**

## **TOUCH POLICY**

Physical contact is a significant part of every Youth Sports program, but coaches / adults need to be aware that a youth's perception of a physical touch may not match your own. Appropriate touching creates positive emotional / social growth in youth, helps youth develop a sense of trust / security in the world, and directly affect the youth's self-esteem. Appropriate touching includes high fives, "quick release" hugs, and taps on the shoulder or back. Inappropriate touching creates an improper / negative emotional effect on youth, and goes against societal norms and violates the law. Forms of inappropriate touching are: arm grabbing, hitting, pinching, shaking, slapping, spanking, striking, prolonged tickling, fondling, lingering hugs, kissing, and lap sitting. Inappropriate touching may involve coercion or other types of exploitation of youth for the sole satisfaction of the adult.

## **INJURIES/EMERGENCY PROCEDURES**

In the event of an injury, play should be stopped and the injured youth tended to immediately. If the injury is minor, the appropriate first aid should be performed and the injury documented on the AF Form 1023, *Youth Flight Record of Injuries*. If the player is seriously injured, emergency medical services (EMS) assistance should be called at once. If you personally do not have a cell phone, the use of a bystander's cell phone is also acceptable. Otherwise, find the closest landline. Out at the baseball / soccer fields a telephone is located on the Youth Sports Complex concession stand / restroom facility exterior wall. While waiting for EMS to respond or as soon as possible thereafter, the coach should telephone the parent (if he / she is not present) of the injured youth, notify the Youth Programs staff of the accident as soon as possible, and complete the AF Form 1187 *Youth Flight Accident Report*. Coaches need to be sure to include the injured person's name, type of injury, severity of injury, who you relinquished the care to, and if the parent was

present and / or notified. Coaches should turn in the AF Form 1187 to the YS&FD as quickly as you can, because the YS&FD must then forward the report to HQ ACC within twenty-four (24) hours of the injury.

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

### **ADMINISTRATION OF FIRST AID**

Each Youth Sports coach is required to be trained in First Aid and CPR. This section is not intended to substitute for the training it is merely a guide to help you recognize and treat common injuries that are common to the world of youth sports. Remember that you are not, in most cases, a licensed physician and for the emergency action plan when treating major injuries.

### **EMERGENCY NUMBERS**

Emergency Medical Services (EMS) . . . . . 911

JBLE – Langley AFB Operator-----764-9990

JBLE – Langley AFB Emergency Room-----764-6800

JBLE – Langley AFB Command Post -----764-5411

### **SAFETY INSPECTIONS**

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

Coaches must take the time before each practice, game, or other event to ensure that the athletic facility and equipment are safe to use on a daily basis. But safety should be every ones concern, so do your part and be on the lookout for obvious observable items such as: debris, holes, and ruts at the facility; or cracks, rips, and tears in equipment. (Safety inspection checklists specific

to your sport may be obtained from the YSF Director.) If there is a safety issue, try to alleviate the problem yourself. If the problem cannot be fixed on the spot, avoid the area by moving to another location or discontinue the use of the equipment if possible and continue with the event. Otherwise, cancel the event until the problem can be alleviated and notify the YSF Director of the problem as soon as possible.

### **INCLEMENT WEATHER**

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

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

When JBLE Langley / Eustis is experiencing extreme temperatures (or heat index / wind chill equivalents), youth's exposure time outdoors must be reduced as follows: less than twenty-five degrees (25°) Fahrenheit – fifteen (15) minute restriction, twenty-five to thirty-one degrees (25-31°) Fahrenheit – thirty (30) minute restriction, thirty-two to ninety degrees (32-90°) Fahrenheit – no restriction, ninety-one to ninety-five degrees (91-95°) Fahrenheit – thirty (30) minute restriction, and greater than ninety-five degrees (95°) Fahrenheit – fifteen (15) minute restriction. Youth should dress adequately for whatever conditions exist. Light and loose-fitting clothing made of natural fibers or a cotton blend is the best because it promotes air circulation to the skin, which helps youth stay cooler in hot weather and prevents chilling in cold weather. In addition, youth must have a pair of correctly sized shoes appropriate for the sport.

### **EXCUSED ABSENCES**

Youth should attend every sports practice and game that is reasonably possible. However, if a youth will miss a practice / game the coach should be notified in advance of the absence and

subsequent reason. Coaches may not punish a youth for excused absences by sitting the youth out a game, making them run extra laps, or other similar discipline. Excused absences include: illness, church, school, and family activities as youth are encouraged to participate in a variety of activities in addition to their participation in a particular sport.

### **GUIDELINES, REGULATIONS, AND RULES**

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

Parents should be aware that the Youth Sports program encourages the balancing of playtime for each participant and each sport has special rules governing the amount of time each child must play during games. As a general rule, each child is supposed to play half the game in all sports.

### **SCORES**

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

### **SPORTSMANSHIP**

The JBLE – Langley / Eustis Youth Sports program encourages good sportsmanship amongst its youth participants, as well as coaches, officials / referees, and parents / spectators. To help promote and reinforce this behavior in our youth, the Youth Sports program present a sportsmanship award to the youth who best exemplifies good sportsmanship during each season, as best justified in nomination form may be obtained for the YFS Director.



**Table of Standards of Conduct and Resulting Disciplinary actions  
for Youth Sports Coaches at JBLE Fort Eustis**

Offense	First Offense	Second Offense	Third Offense
Failure to play all players mandatory playing time	Written Reprimand	Suspended for one game	Removal from program
Ejection from game by official	One game suspension	Removal from program	
Using an ineligible player (not registered through the Youth Center)	Our game suspension and forfeit of the game	Removal from program	
Smelling of alcohol, drinking alcohol or being intoxicated while working a Youth Center function	Removal from program		
Insubordination, impertinence and other similar offenses	Written reprimand and/or one game suspension	Removal from program	
Physical Abuse of a player, official, parent, coach or Youth Staff	Removal from program		
Removing your team from the field or court, failing to continue play	Removal from program		
Failure to attend mandatory briefings and meetings without good cause or failing to send a representative	Verbal Reprimand	Written reprimand and one game suspension	Removal from program
Failure to control coaching staff	Verbal warning	Written warning	Removal from program
Failure to assist in the control of team parents	Written reprimand	One game suspension	Removal from program

Failure to show for a scheduled practice or game without contacting the Youth Sports office	One game suspension	Removal from program	
Excessive arguing with game officials during the conduct of the game	One game suspension	Removal from program	
Loss of equipment and/or supplies due to neglect or abuse	Verbal reprimand	Written reprimand	Removal from program
Not complying with Youth Center staff directives, guidance and policies	Removal from program		
Failure to follow the program chain of command	Verbal reprimand	One game suspension	Removal from program
Leaving a child/player without proper adult supervision before or after practices and/or games	Removal from program		
Switching players after team assignment w/o Youth Center approval	Removal from program		
Smoking around players during practice or games	Removal from program		
Using Profanity or other displays of unsportsmanlike conduct	Written warning and possible suspension/removal	Removal from program	

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

## **Supervision of Children/Youth – Parking/Unattended in Cars**

Parking spaces are available in the front of the center for your convenience. Vehicles left unattended while running or unattended and running with children in them pose an extreme danger. According to the current JBLE Youth Supervision Guide it is unlawful to leave children 7 years and under alone for any period of time. Parents should always consider the dangers in the environment and the ability of an adult to quickly intervene. Therefore, to ensure the safest environment for everyone involved, parents must always take all children out of their vehicles and turn off the vehicle before entering the facility.

## **Alcohol, Drugs and Tobacco/Vaping Products**

In accordance with AFI 34-144, smoking, consuming alcohol, using tobacco products (including e-cigarettes) and/or using illegal/illicit drugs (including marijuana) are strictly prohibited in the sight or presence of children/youth or in the facilities or on its playgrounds, or within 50 feet of openings into the interior of the building. The use of alcohol, drugs and tobacco products is also prohibited at any function, including field trips. Smoking is not permitted at any time in the presence of children/youth or in any government vehicle. Violation could result in removal and/or suspension of any child/youth, parent and/or staff member who is using alcohol, illegal/illicit drugs (including marijuana) or tobacco products in CYP facilities or at CYP functions.

## **Emergency Preparedness**

YP has established procedures and a detailed Emergency Response Plan which addresses active shooter, disaster preparedness, weather conditions, contingency operations, and missing child/youth and notification which is available for review upon request. If an emergency occurs which requires the Youth Center to close (i.e. fire, loss of water, natural disasters, etc.), children/youth will be relocated to either Community Commons or the Child Development Center on the main base. Parents or emergency contacts will be notified immediately and instructed where to pick up their children/youth; and, will have one (1) hour to do so. If a child/youth is not picked up within one hour, or if a parent or emergency contact cannot be located, children may be released to the supervision of the Security Police.

In case of Installation closure parents will be contacted immediately; and, will have one hour to pick up their children/youth. Any child/youth that is not picked up within the one-hour time frame may be released to the supervision of Security Forces.

## **PROTECTING THE RIGHTS OF CHILDREN/YOUTH AND FAMILIES**

The SAC Programs is committed to protect and uphold the rights and privacy of children/youth and their families.

- ✓ All children/youth and families will be treated fairly, in a non-discriminatory way, regardless of racial, ethnic, gender, cultural, religious and linguistic background, and abilities.

- ✓ All information on children/youth and their families is maintained in a confidential manner to ensure their privacy is protected. Only program staff with a need to know will have access to the children's/youth's files and families' confidential information.
- ✓ Children/youth's and families' confidential/private information will be disclosed only with the families' expressed consent; except for instances when the program is legally required to disclose such information.

Disclosure exceptions are as follows:

1. The program will release family information to the Family Advocacy office/Child Protective Services following allegations of child maltreatment (abuse/neglect) without obtaining family's consent (program staff are mandated reporters).

2. The program may also permit limited access to personal/confidential information (child/youth's files) to AFSVA/SVPY staff during Air Force Unannounced Inspections.

3. The program will provide to AFSVA/SVI Child & Youth staff limited family information (name, rank and duty location of sponsor; name, age, sex of child/youth) in the event of an injury requiring medical attention or hospitalization of a child/youth.

- ✓ The program will obtain written consent from children/youth and families prior to recording, photographing or filming.
- ✓ Communication (oral and written) with children/youth and families will be provided in the prevailing language(s) of the group served. The program will provide, or arrange for, translation and sign language services, communication technology, and other communication assistance, to the extent possible.
- ✓ The program has a system in place for participants and their families to use to elevate their concerns, complaints, and grievances without fear of interference or retaliation.
- ✓ Program participants and their families are encouraged to express their concerns or grievances to the SAC Coordinator for a prompt resolution (1<sup>st</sup> level). If grievance is not resolved at 1<sup>st</sup> level, it will be brought to the attention of the Youth Program Director (2<sup>nd</sup> level) and, if still not resolved, to the AFS Flight Chief (3<sup>rd</sup> level). The JBLE Langley AFB chain of command or the Inspector General Office is also available to military and DoD civilian sponsors.

## **FOR YOUR AWARENESS**

### **EXCEPTIONS**

Please contact the Youth Sports Director if your family has a special emergency or hardship. Each circumstance will be considered on a case-by-case basis.

### **HOLD AND SAVE HARMLESS AGREEMENT**

Now therefore, in consideration of mutual covenants and agreements between the parties hereto it is agreed as follows,

I agree to save harmless and defend the JBLE Child and Youth Program, 633d Force Support Squadron, Langley Central Base Fund, Department of the Air Force, and the contractor from and against any and all claims, demands, actions, debts, liabilities, and attorney's fees arising out of claimed on account of, or in any manner predicated upon injuries received in any manner caused or contributed to program sessions by the contractor, his agents, servants, or employees. Parents further agree to save harmless the contractor and all other parties involved from and on account of damages of any kind which the child may suffer as the result of the act of participating in program sessions.

The Manager may terminate the enrollment of any child for just cause. This includes but is not limited to continual behavior problems, lack of cooperation from parent and failure to pay fees. The staff and Manager will make every effort to discuss problems with parents to help resolve the situation prior to termination of a child/youth's enrollment.

### **QUESTIONS AND CONCERNS**

Our goals are to offer parents first class service and to provide a warm, caring environment for the children. We realize there will be occasions when misunderstandings occur. If you have a problem or question, please contact the Youth Sports Director. If there are still questions or concerns please contact the Chief of Youth Programs immediately. We encourage parents to talk to caregivers about their children and program activities, but caregivers and operations clerks are not in a position to resolve conflicts concerning rules and policies. The Director needs input from parents to help monitor the program and to ensure that policies and procedures are meeting the needs of our customers. Feel free to contact the Director at any time or use the internet customer comment program (ICE) at [www.fsslangley.com](http://www.fsslangley.com).

## **COMMUNITY PARTNERSHIPS**

Child and Youth Programs work closely with many of the organizations and activities within the community. These partnerships are coordinated and built to ensure smooth transitions between programs, schools, screening and assessment services, and for special educational needs. Some of these partnerships are listed below. A more detailed list is available at the customer service desk.

### **COMMUNITY RESOURCES**

**Security Forces:**

Langley: 764-2427 or 5057

Eustis: 878-0807

**Family Advocacy:**

Langley: 764-2427 or 5057

Eustis: 878-0807

**School Liaison Officer:**

Langley: 764-2427 or 5057

Eustis: 878-2552

**Military & Family Readiness:**

Langley: 764-2427 or 5057

Eustis (ACS): 878-3638

**Military Family Life Consultants:**

Langley: 764-2427 or 5057

Eustis: 878-2552

**Pediatrics:**

Langley: 225-7630

Eustis: 878-7500

**EFMP Medical Advisor:**

Langley: 225-7630

Eustis: 878-7500

## **KEY PERSONNEL**

Flight Chief, CYP	(757) 225-0280
Chief, Youth Programs	(757) 225-2060
School Age Care, Langley	(757) 225-2606
School Age Care, Eustis	(757) 878-3794
Parent Central Services, Eustis	(757) 878-4025
Outreach Services	(757) 878-3501
CDC/FCC Program Director	(757) 878-1149
Russ Child Development Center, Langley	(757) 764-3585
Madison Child Development Center, Eustis	(757) 878-4000
Pershing Child Development Center, Eustis	(757) 878-4723
Langley Family Child Care	(757) 764-3585
Eustis Family Child Care	(757) 878-5584
CYP Nutritionist	(757) 878-2639