



# RAF Mildenhall Youth Sports & Parent Handbook

## R.A.F.MILDENHALL



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# Letter from the Coordinators

Hello Parents,

We are your Youth Sports Directors. We cannot stress enough how important it is, that you become familiar, with the way in which our youth sports program, at RAF Mildenhall, operates. To help you with this we have created this Parent Information Handbook with many important bits of information in it. In addition to this, we require you to attend at least one pre-season parent orientation meeting a year, which takes place prior to the start of every sport. We encourage you to attend every one of them if your child will participate in that sport that season. A successful and positive youth sports experience offers the chance for a young person to explore new roles, gain proficiencies, and increase their social and self-awareness. This can only be accomplished when priorities are placed on the things that really matter.

*The Mission of our Youth Sports Program is to provide quality youth sports experiences in a safe, positive and fun environment where children have the opportunity to develop fundamental skills, improve self-esteem, become good sportsmen & make new friends. One of the most difficult concepts for any young athlete to understand is the meaning of success. Many people are taught that in sports, winning is the only measure of success.*

They equate winning with being competent; successful and the only worthy goal to be achieved through sport.

You see, winning should be viewed as more than the outcome of the game or the Win/Lose record at the end of the season. Winning is establishing a realistic personal or team goal and accomplishing that goal. Winning is trying as hard as possible to improve relative to each player's initial ability. Winning is stepping onto the field or court of play not knowing how to play but giving a whole hearted and determined attempt at learning how to play and how to get better. Winning is the enjoyment of the spirit of competition between two sides with the belief that both are worthy and honorable opponents. Winning is the sheer enjoyment one derives from being with their friends and accomplishing something not just as an individual but rather as a "Team".

We believe this to be the true meaning of success. If we all work together to achieve these goals then we can all be assured that the season will have been a great success.

As a parent of a young athlete you should realize that the way that you deal with winning and losing will help mold your child's attitude toward sports and more importantly they're feelings of self-worth. Sports can be a lifelong source of enjoyment. They can be a means to a greater sense of self-confidence, leadership and social integration. The outcome of the game as indicated by the score book will tell us who scored the most points, but it is no indication of which team or individuals on the team experienced success. Winning the game should be our least concern in youth sports and having a successful season should be our most important and first concern.

Working together with your child's coach, we endeavor to create an experience that is so successful that hopefully the outcome of their season will result in their saying to us, *"I had so much FUN, I can't wait to do that again!"* If this is their response, then we can rest assured that "We" were successful in the accomplishment of the mission.

Thank you,  
Dave & James

"The Sports Guys"

# Mission Statement

To develop programs that foster youth's ethical, social, physical, intellectual and psychological development all with the purpose of having fun and enjoyment, while nurturing each youth's capacity to learn life skills.

## Philosophy of Youth Sports

At RAF Mildenhall, the Youth Sports Program develops programs Children's ethical, social, physical, intellectual and psychological development all with the purpose of having fun and enjoyment, while at the same time nurturing each child's capacity to learn life-skills. The emphasis of youth sports is on skills development, co-operation, teamwork and maximum participation. The Air Force Youth Sports program follows the National Standards for Youth Sports and develops programs that are consistent with the philosophy outlined in those standards.

At RAF Mildenhall, the Youth Sports Program has embraced the philosophies set forth in "**National Standards for Youth Sports,**" a publication compiled by the National Alliance for Youth Sports based on an assembly of 48 of the nation's leading experts representing a vast variety of disciplines affecting youth sports. The following Standards were established:

### **Standard #1 – Quality Sports Environment**

Youth sports programs must be developed and organized to ensure, as well as to enhance, the emotional, physical, social and educational wellbeing of children.

### **Standard #2 – Sports participation should be fun and a portion of a child's life.**

Youth sports one portion of a child's life that must be balanced with other social and educational experiences and activities.

### **Standard #3 – Training and Accountability**

Adults involved with youth sports must receive training and important information about the program and must be held accountable for their behavior.

### **Standard #4 – Screening Process**

To ensure the safety and wellbeing of children in youth sports, individuals with regular, repetitive access or contact with children must complete the screening process.

### **Standard #5 – Parents' Commitment**

Parents/guardians must take an active role in their child's youth sports experience.

### **Standard #6 – Sportsmanship**

Everyone involved in youth sports programs should exhibit positive sportsmanship behavior at all times.

### **Standard #7 – Safe Playing Environment**

Youth sports programs must provide safe playing facilities and equipment, healthful playing situations and proper first aid applications, should the need arise.

### **Standard #8 – Equal Play Opportunity**

Parents, coaches, and league administrators must provide equal play opportunity for all youth regardless of race, creed, sex, economic status or ability.

### **Standard #9 – Drug, Tobacco, Alcohol and Performance Enhancer-Free Environment**

Parents as coaches, officials, fans, players, and administrators must be drug, tobacco and alcohol and performance enhancer free at youth sports activities

# Philosophy, Polices and Procedures

## **PROGRAM PHILOSOPHY:**

The Mildenhall Youth Sports program philosophy and emphasis is on participation. Each child is guaranteed playing time during a game. We focus on the individual and team effort more than winning and losing. Through youth sports, children can develop an enthusiasm for participation, which can be the foundation for lifelong interest in personal fitness and good health.

## **PROGRAM STANDARDS:**

Air Force Youth Sports programs will follow the standards developed by the National Alliance for Youth Sports N.A.Y.S. and develop only programs that are consistent with the philosophy outlined in these standards. A copy of the NAYS standards can be located at [www.nays.org](http://www.nays.org). AFI 34-144 Child & Youth Programs is the for all Air Force Youth Sports & Fitness operational procedures.

## **PROGRAM ELIGIBILITY:**

Youths eligible for participation in organized youth sports programs are authorized by AFI 34-144, **Child & Youth Programs**. All players must be properly registered with the Youth Programs administration before participating in any practices and games. A player will be considered properly registered when a properly completed registration form, a current physical form, an immunization record reflecting the latest flu shot, payment and proof of age have been placed on file. Once registration and leagues have closed a waiting list will be established and selections will be made from the waiting list if appropriate in a first-come, first serve priority order.

## **ELIGIBILITY / INCLUSION POLICY:**

RAF Mildenhall Youth Sports program is open to dependents of active duty, reservist, retirees, and DOD / NAF civilian employees of all the armed forces / military branches of service in accordance with AFI 34-262 *Services Programs and Use Eligibility*, and AFI 34-144 Child & Youth Programs regardless of race, creed, gender, economic status, or ability. Youth must be currently in grades kindergarten through twelve (12) to be eligible. Eligibility for Youth Sports programs and / or certain age divisions may be extended to the non-military community on a space available basis when otherwise the activity would not be able to be offered.

## **DISCIPLINE:**

It is our policy that participation in youth sports needs to be a positive experience for all children. Behavior that is deemed inappropriate for programs serving youth, whether committed by coaches, parents or players, will not be tolerated. It should be noted that the Installation Commander will suspend the participation of youth and adults found using alcohol, illegal drugs, or tobacco products in YP facilities or functions such as youth sports events.

## **Inappropriate Behaviors Include:**

- Poor sportsmanship
- Foul or abusive language
- Vulgarity or obscene gestures
- Physical violence
- Use of tobacco, alcohol or drugs
- Child endangerment
- Threatening words or actions or harassment

**Possible Disciplinary Actions Include:**

Verbal warnings  
Remainder of game suspension  
Multiple game suspensions  
Complete season suspension

## Philosophy, Policies and Procedures

**ACCIDENT INJURY NOTIFICATION:**

The coach or sports office staff member on duty at the time when first aid of any sort is applied must accomplish an AF Form 1187. If on base emergency medical care is called the Youth Programs director must be notified immediately to coordinate with other base officials. For non-medical emergencies- the AF1187 form must be turned into the Youth Sports office within 24 hours of the incident.

**REGISTRATION:**

Registration is on a first come first serve basis. Teams may fill up prior to the end of registration. Once the teams are maxed out your child will be placed on a waiting list. Should there be enough interest on the waiting list parents will be notified.

**REFUND POLICY:**

Program costs are fixed; therefore the Youth Sports & Fitness Program incurs costs whether a youth finishes a season or just part of it. A surcharge for partial season play will be assessed in the following ways:

- Programs or activities have been canceled by the Youth Center for lack of registration.
- Medical Reasons- if the participant has a letter signed by a Physician and only if the program has not started.
- A full refund will be given prior to the game season beginning. Partial refund will be given after games begin, only due to injury, emergency leave or TDY's.
- It is the responsibility of the individual to pick up the refund within 1 week of pulling out of the program, no shows, medical excuse or sporting event cancellation. After 1 week the refund will not be given.

**PHYSICAL- EXAMINATIONS/Immunizations :**

All youth must have a medical clearance form on file prior to playing their first practice. There will be no exceptions. If your child has turned a clearance form in within the last year from a prior sport a new one is not needed. Youth are not permitted to participate in the sports program unless they have had a physical exam within the previous 12 months and it remains current throughout the season. The coaches are aware of the chronic health problems of any youth they coach. The results are kept on file. (AFI 34-144) Parents are responsible for contacting their Primary Care Manager themselves in order to schedule appointments. No waivers will be granted for physicals.

**AGE DIVISION BREAKDOWN:**

Age divisions will be implemented in 2-3 year increments in the following manner: 5-6, 7-8, 9-10, 11-12, 13-15, and 16-18.

**AGE DIVISION DETERMINATION:**

The age determination cut-off date will be the first scheduled game date in the regular season. All players who have a birthday that falls prior to the first scheduled game date in the regular season will be placed in the age division of their age on that date. For example if you turn 13 within the season you play in the 13-15 age division). The age and last game cut-off determination does not apply to children who are four years of age. All participants must be turning five years of age on the 1<sup>st</sup> day of practice or sooner, before they can be registered.

## Philosophy, Polices and Procedures

**TEAM STRUCTURE:**

Participants are not allowed to play in two age divisions. Participants are not allowed to move to a different team once on a submitted roster for a specified team. If you have any special requirements as to practice schedule days and or times this should be indicated on the sports registration form in the *special instructions* block. Please include justification reasons. All requests will be considered and effort made to grant requests, but not all may be fulfilled due to the amount of players on a team or number of requests submitted.

**TEAM ROSTERS:**

The system used for team roster building will be as fair as possible to all teams and individual players. The children in the 9 and up age divisions will be divided equally among all teams by age, skill and gender with each team being as equal as possible to achieve team parity. Children of volunteer coaches will be placed on their parents' team if so requested. Team rosters will be created through a draft system after the completion of a skills assessment for the 9-12 age divisions only. Coaches as well as parents of players will be presented with team rosters at the earliest possible convenience usually by the first parents' information meeting.

**SKILLS ASSESSMENTS:**

Skills assessments are mandatory. Your child (8 years & up) will only be placed on a team once they have been skill assessed. If you are not able to make one of the skill assessments an appointment may be scheduled. Participants that are on vacation or PCS'ing in will be assessed by appointment. Request to play up will only be considered once skill assessments have been completed.

**MAXIMUM NUMBER PLAYERS ASSIGNED:**

The maximum number of players assigned to a team shall not exceed 2 X the number of players needed to play the sport (i.e. 5v5 basketball = 10 man max. roster size). In some cases the roster will not exceed the number of players needed to play plus 4 additional players (i.e. 11v11 soccer = 15 person max. team roster). Once rosters are full and distributed to coaches no changes will be made.

**ENROLLING MORE THAN ONE CHILD SAME AGE DIVISION:**

When enrolling more than one child in the same age division, clearly annotate on the sports registration form in the Special Instructions slot, that they be placed on the same team if so desired.

**PLAYER WAITING LISTS:**

A waiting list will be activated upon reaching the maximum number of participants in an age division. The waiting list will be utilized to fill slots on a first come, first served basis as needed. At mid-point of the season, the waiting list will close and no children will be added to any team.

### **COACHES' REGISTRATION:**

All volunteer coaches will complete a coach's application packet. The Youth Sports Director will also personally interview coaches. Applicants for coaching positions will submit the following information:

- Completed coaching applications including documentation of experience
- First Aid and CPR certification records
- Applicant agrees to an internal records security check
- A drug, alcohol and child abuse determination statement

## **Philosophy, Policies and Procedures**

### **COACHES' TRAINING:**

Proper training will be provided for all coaches. All coaches must attend a mandatory NYSCA Initial Level Coach certification training. Our coaches at a minimum will be trained on the following: Emergency Plan & Procedures, Child Appropriate Programming, Child Abuse Prevention & Reporting procedures, Tactics and Strategies of the sport, Inclement weather Policy and Procedures, Practice Organization, Game Rules and By-laws, Legal Liability, Specific Drills to Teach the Skills of the Sport, and the Psychological, Physical, Social Needs of Children.

### **COACH EVALUATIONS:**

A written evaluation of each coach (head & assistant) will be conducted prior to the end of the season. These will be kept on file in the coaches' folder at the Youth Sports & Fitness Office and will help in determination as to whether or not the coach will be asked to return the following year.

### **NUMBER COACHES PER TEAM:**

Each team should have, as a minimum, one head coach and one assistant coach. Exceptions and deviations from this may occur from time to time but only for reasons such as a temporary duty (TDY) assignment, military duties, or family emergency.

### **NEW COACHES 1<sup>ST</sup> TIMERS:**

When new coaches without experience enter the youth sports program, it is desirable to place them with experienced coaches with proven abilities. Abilities desired include use of proper teaching techniques, skill in communicating with players and other coaches, and presenting a positive self-image at all times. Please note that the ability to do this is a luxury and may not always happen.

### **COACH REQUESTS:**

Requests for certain coaches, or to be placed on a certain team with friends will not be honored. Players returning from last season **WILL NOT** automatically be placed on the same team they played on last year. **Only the head coach and 1st assistant coach** are guaranteed to have their children on their team.

### **SUPERVISION OF PRACTICE & GAMES:**

A Youth Sports staff person will monitor all practices and games, monitor the officiating, and conduct of games and will require players, coaches' officials and parent spectators to abide by all rules and *Code of Conduct Pledges*. A Youth Sports staff person will attend all games, evaluating facility maintenance, team performance, officiating, and spectator behavior. At the end of season, parents are highly encouraged to fill out a program evaluation form that allows them to provide feedback about all aspects on how the sport was conducted.



### **COACHING STAFF RESPONSIBILITIES:**

Each coach shall be responsible for the conduct of their players, team assistants, as well as player's parents.

It is the responsibility of each coach to ensure that the actions of the whole team, on and off the court/field, do not bring disrespect upon the league. All rules of conduct apply to before and/or after a game, in or around practice and game facilities. Coaches may provide direction to their teams on the point of strategy, technique, and positioning from the sidelines provided that:

- The tone of voice is informative and not harassing or abusive.
- Profanity or profane gestures are not used.
- Disruptive behavior of any kind is not incited.

## **Philosophy, Policies and Procedures**

### **REPLENISHING FLUIDS:**

Players are encouraged to bring their own personal water bottles to all practices and games to rehydrate themselves. The coach or team Mom may choose to supplement the team with additional water. Players will be encouraged to drink plenty of water, especially during hot weather. It is the Youth Sports Office policy that players should never be denied fluid intake at any time during practice or games.

### **CONCUSSION SAFETY: Youth Sports manages concussions IAW AFI 34-144**

**Section 12.7.12:** Concussion policies and information from the Center of Disease Control and National Organizations

### **What is a concussion?**

A concussion may be caused by a blow, bump, or jolt to the head or by any fall or hit that jars the brain. This "invisible" injury disrupts the brain's normal physiology which can affect mental stamina and function, causing the brain to work longer and harder to complete even simple tasks. A concussion may involve loss of consciousness (being "knocked out"), but the majority do not. Ultimately, ALL concussions are serious because they are brain injuries!

### **How Can I Spot a Possible Concussion?**

Children and teens who show or report one or more of the signs and symptoms listed below—or simply say they just "don't feel right" after a bump, blow, or jolt to the head or body—may have a concussion or other serious brain injury

- Appears dazed or stunned
- Forgets an instruction, is confused about an assignment or position, or is unsure of the game, score,.
- Moves clumsily
- Answers questions slowly
- Loses consciousness (even briefly)
- Shows mood, behavior, or personality changes
- Can't recall events *prior to* or *after* a hit or fall

### **PLAYING AFTER INJURY OR ILLNESS:**

AFI 34-144 provides guidance on players returning to activities after injury or illness. Players wearing orthopedic casts, air splints, or metal splints or if they have had a concussion; will not be eligible to participate in practices and/or games, has been until the injury has healed completely and a doctor's note has been submitted to the youth sports director. Players that have been ill should not return until full recovery is achieved to prevent spreading the illness or disease

## **Youth Programs Ensure Safety in Sports**

The Youth Program policies and guidelines outlined here below are implemented at practices, games and other related sporting event functions. These are to be followed in order to minimize the risk of abuse and neglect as well as to protect adult volunteer coaches and leaders from false allegations.

- Each team must have as a minimum a head coach and one assistant coach, so that two adults are guaranteed to always be present at practices and games.
- All coaches are certified and receive training in first aid, coaching, and child abuse identification, reporting, and prevention.
- In most cases two or more teams are scheduled to practice at one time in the same area so at least four adults will be present and in the area during practices.
- Parents are encouraged to be involved - as spectators, coaches, league administrators, and/or fund-raisers.
- Playing fields and facilities are inspected before every sports and fitness activity, for possible safety hazards and or any un-safe playing conditions.
- Players use appropriate equipment and protective gear that are examined regularly by both the volunteer coach and the youth sports staff to ensure it is safe.
- Coaches are removed if they knowingly require or allow a youth to play with a serious injury or knowingly create an unsafe environment for play.
- A stocked first-aid kit is available to every coach at the beginning of the season and is available at every practice, game and sporting event during the season.
- There are emergency plans established for handling injuries, hazards, and any inclement weather conditions.
- Practices and games are canceled during lightning, when it becomes dusk, and when the site intended for use is in disrepair or deemed unsafe.
- **Coaches may not give a ride to a child who is not their own without the express permission from the parents of that child; If a child is not picked up immediately after a practice or game, and the parents of that child cannot be reached, the coach will attempt to call the emergency contact person for that child, or then the Law Enforcement Desk.**

- Emergency Information and Consent forms permitting emergency medical treatment should be completed by the parents of every child and kept and carried by the coach to every game and practice.

## **Participation Guidelines**

### **PARTICIPATION:**

Opportunities to participate in youth sports must be available for young athletes at all levels of playing ability. Each child will be given equal play time in every game. The youth sports director will establish specific guidelines and by-laws for the various youth sports and modify rules and playing conditions to better meet the need of younger age groups and smaller children in particular.

### **PARTICIPATION EMPHASIS:**

The emphasis in youth sports, especially for the younger age groups, will be on skill development, enjoyment, and maximum player participation. Parents are advised prior to sign-up that the sport is recreational in nature with emphasis on skill development and fun; and that **competition is not** the main objective.

### **PARTICIPANT REGISTRATION:**

All registrations are conducted on a first-come, first served basis, as spaces are limited. A child must already be five years of age on the day of registration or turning five before the first practice. To complete the registration process for first time participants, the following information is required.

- Completed Youth Sports Registration Form
- Signed Parent Code of Conduct Pledge
- 48th Medical Group/ Sports Clearance Form

### **SPECIAL PLAYER PLACEMENT (WAIVERS):**

Only the youth sports director is authorized to move a gifted athlete up into another age grouping when it is in the best interest of that child and the other children. This will not be done without first conducting a skills evaluation of that child. Parent's requesting such moves must first identify the overall social and physical developmental benefits to be gained by the child if a move is to be considered.

Local age division waivers may be requested only for the following circumstances:

- Gifted and/or highly experienced youth may be moved to the next higher age group provided they fall into the age requirement standard of a 3 year span.
- Developmentally challenged youths may be placed in a lower age group (regardless of chronological age) if a medical statement substantiates condition.
- Waiver requests must be made known to the Youth Sports Director at time of registration.
- Waivers must address the physical, emotional and mental aspects of development of your child and the reasoning why your child should be considered for a move up.
- Approval of waiver will be on a space available basis and skill assessment basis which will be conducted after the registration period ends. If your child is 8 years of age and requesting to move to the 9-10 Division and the 9-10 division is full, waiver will be denied.
- All participants requesting to play in a higher division must participate in one of the scheduled skills assessments. The child requesting the waiver must score in the top half of the range of scores (top fifteen usually) within the division wishing to be placed to be considered for the move to that higher age division.
- A request for waiver may be submitted to a higher level authority than the local youth sports director if the move encompasses more than a 3 year age span (i.e. 12 year old wanting to move to the 13-15 division). A skill assessment is still required with similar requirements as above. Decisions will be made on a case by case basis and are final.

# Team Parent - Job Description

## **JOB REQUIREMENTS:**

- Be able to dedicate from 1-2 hours weekly for the entire season.
- Complete knowledge of all policies and procedures contained within the Youth Sports Program *Parent Information Handbook*.
- Become a role model for youth in sportsmanship and leadership set down by Air Force Youth Sports guidelines.
- Fill out required volunteer forms; internal records check (IRC), child abuse, drugs and alcohol statements.

## **JOB DUTIES:**

- Assisting the coaches in the accomplishment of the following duties.
- Contacting all parents on the team and notifying them of game schedules, special events and other need to know items.
- Recruit parents for establishing a snack schedule for each game in the season.
- Recruiting parents to help work fund raising events to earn money for trophies and end of season parties.
- Organizing and recruiting a photographer for team and individual pictures and contacting parents about team photo shoot dates and times.
- Keeping the score book or official game clock at the team's games.
- Creation of a team banner to be displayed at games and special events (optional).
- Recognize the volunteer efforts of the coaches with a gift or memento at the end of the season.
- Conduct yourself in a good sportsmanship like manner and ensure that all other parents on the team do the same.
- Ensure that all play is conducted safely; be responsible in the event of a minor injury and be able to handle any emergency situation if it should arise.

## **JOB MISSION:**

- To provide quality youth sports activity in a positive fun and safe environment where children have the opportunity to develop skills, self-esteem, good sportsmanship and friends.

Note: Parents please remember that though there are many ways you can assist the team and the coach for your child's team, what you cannot do is help out the coach with the actual practice unless you are a certified NYSCA coach and have been through the Youth Sports Program Coaches Clinic.

## Inclement Weather Policy Procedures

The safety of athletes, coaches, parents, and spectators is always the first priority. Coaches will utilize their best judgment in ensuring that all involved are safe. When in doubt they are taught to always sway on the side of caution. Because of the particular dangers associated with thunderstorms, coaches and officials will immediately remove teams from the field to a safe area indoors when thunder is heard or lightning is seen.

Indoor sports generally are not affected by outside weather conditions; however, road conditions can become hazardous and make getting to that venue a dangerous endeavor. Therefore we utilize the same system prescribed by the Security Forces for determining whether travel is warranted or permissible. Coaches will use this same system to determine whether practice sessions and or games can and will be conducted.

- Under **green** road conditions, road conditions are safe for travel; practices and games go as scheduled.
- Under yellow or **amber** road conditions, extra caution must be exercised in travel. Practices and games will in most cases not be canceled. Under amber conditions a coach may obtain permission to cancel practices only after getting approval from the Youth Sports Director. Parents should contact the coach in amber conditions if they suspect a cancellation.
- Under **red** road conditions, only essential travel is authorized. All scheduled youth sports activities will most likely be canceled whether it be games or practices. The coach can verify by contacting the Youth Sports Director.
- Youth Sports coaches must monitor conditions during activities such as practices and games, for changing road conditions. A change to red or black road conditions requires all activities to terminate to allow for safe travel home.

The RAF Mildenhall Law Enforcement (LE) desk has the most up to date and accurate road and driving conditions available. Coaches must contact them for the on-the-hour conditions. They can be reached at 238-2667 or 01638-542667.

Only the Youth Sports Director has the authority to cancel games due to inclement weather or other unforeseeable circumstances and will be done a minimum of 1 hour before game play is to begin. Coaches only may contact the Youth Sports Directors office if there is a question regarding weather or driving conditions, in the area where game play is to be conducted. Once the team has traveled to, or game play has begun the head official or on site sports director and or League administrator will make the cancellation determination.

For game play status outside the local area call the following Youth Sports Office:

RAF MILDENHALL 238-5437 OR 01638-545437.

The Mildenhall Youth Sports Directors are David Wilcox & James Ussery.

They can be reached in their office at 238-7974/0098.

## Team Photography Information

**Please Note:**

**Team photos are the responsibility of that team's coach and players parents.** Individual photography session will be the sole responsibility of the individual and not the Youth Sports Office or its staff. ***Photo's may not taken anywhere in the vicinity of the Youth Center grounds, gymnasium or Heritage Park areas.***

Should you have any problems or complaints with the quality or quantity of photos that you receive, this complaint should be addressed directly to the photographer and not to the Youth Sports office or staff.

## Equipment and Uniform Concerns

### **FIRST AID KITS:**

Coaches will have first aid kit made available to them prior to the teams' first practice. The kits will consist of icepacks, latex free bandages, gauze pads, surgical tape and sterile latex examination gloves. These kits will be on hand with the coach at all practices and games. The replenishment of any first aid supplies will be conducted through our Youth Sports Director.

### **PROTECTIVE EQUIPMENT:**

We recommend the use of only sanctioned protective equipment, if available from the industry, in all youth sports activities. The equipment that we provide to a team must carry the National Operating Committee for Standards In Athletic Equipment (NOCSAE) or American Society for Testing and Materials (ASTM) approval for safety. Participants may not practice or play without proper fitting safety equipment. Broken or altered equipment will not be allowed.

Some protective equipment will be the responsibility of the parent or guardian to obtain.

- Shin Guards are mandatory for soccer practices and games and are the responsibility of the parent to obtain.
- Eye glasses straps are required in all sports for children who wear eye glasses and are the responsibility of the parent to obtain.
- Protective cups are suggested for all children playing baseball and are the responsibility of the parent to obtain.

### **APPROPRIATE CLOTHING:**

All players should wear appropriate clothing for the sport and environment in which they are participating in.

- No shorts, jeans with pockets or belt loops will be permitted.
- We encourage parents to provide participants with a good fitting pair of shoes appropriate for the sport.
- Light, loose-fitting clothing made of natural fibers or a blend with cotton helps promote air circulation to the skin. They help keep the player cooler in hot weather and act to prevent chilling in cold weather.
- Blue jeans are not appropriate clothing for any sport and can constitute a safety hazard to other children.
- No jewelry shall be worn during a game/practice situation.

### **TEAM UNIFORMS:**

A Jersey will be issued to each player which in part or in full, depending on the sport, will be theirs to keep at the end of the season. If portions of the uniform are issued with the expectation of it being returned, your coach will indicate that to you at the beginning of the season.

Because uniform prices differ tremendously from sport to sport, a complete uniform cannot always be provided. In some cases the uniform will consist of a jersey, shorts and socks. In other sports the uniform may consist of a jersey.

At a minimum for all sports a jersey will be provided.

## Transportation Guidelines

Your child may need to be transported to and from a game or activity through the course of the year or sports season. This is particularly true of the 13-15, and 16-18 age groups who play sports teams out of the Mildenhall area. It may also be true for children who participate in our Summer Sports Camp offerings in the summer months in which the activity we lead needs to be conducted in other areas of the base.

The following is a list of precautions that we will employ in order to safeguard the transport of your child to and from these Youth Sports functions.

- These vehicles will always be occupied by at least two adults and driven by a youth programs staff person or a qualified volunteer coach.
- Driving records and driver's licenses of all staff and volunteers are checked, verified and kept on file before permitting them to transport children.
- All government vehicles used receive a regularly scheduled maintenance inspection and get routine fluids check before each and every use.
- All vehicles contain a fire extinguisher, warning triangle and first aid kit in the event of an emergency while in transit.
- Use of seatbelts is mandatory for all occupants of military government vehicles.
- Occupancy levels will never exceed the limit set by the vehicles manufacturer.
- Emergency information contact and consent forms will be requested from you the parents of the youth who are to be transported, and will be carried by the driver.

The Mildenhall Youth Sports Program uses government vehicles in the form of 16/17 passenger vans to transport children. At no time will a volunteer coach or youth programs staff person be permitted to transport a child in their own personal vehicle without the express written permission of the parent of that child. Any such permission granted should be forwarded to the Youth Programs office for verification and records keeping purposes.

Parents may grant permission to other parents to transport their children to and from practices and games when that parent has a child on the same team without seeking special permissions from the Youth Programs office. However in no way can the Youth Programs office be held responsible or liable for this arrangement in the event that there is an injury due to a vehicle accident.

**The number one priority of the Mildenhall Youth Sports Program is the safety of all its participants. All efforts are made to ensure that a safe environment is maintained at all times including during the transport of children when it is necessary.**



## **Your Child's Youth Sports Registration Fee What exactly do you get for it?**

- It covers the purchase cost of a participation award for your child usually in the form of a medallion / trophy.
- It covers the cost of training your child's volunteer coaches and providing them with liability insurance for the season, which is at a cost of \$20 per coach.
- Part of it covers the NAF labor cost of our sports staff for monitoring the program during your child's practices and games.
- Part of it covers the NAF labor costs related to the maintenance expenses and upkeep of the playing areas.
- It covers some of the cost of the sports equipment used by your child during the sport season.

So you see the sports registration fee that you pay is used for a lot of different things which are all needed to provide your child with a quality ten week long youth sports experience.

## **YOUTH SPORTS PROGRAM PARENTS CODE OF ETHICS PLEDGE**

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

- I will encourage good sportsmanship by demonstrating positive support for all players, coaches, and officials at every game, practice or other youth sports event.
- I will place the emotional and physical wellbeing of my child ahead of my personal desire to win.
- I will insist that my child play in a safe and healthy environment.
- I will require that my child's coach be trained in the responsibilities of being a youth sports coach and that the coach upholds the Coaches' Code of Ethics.
- I will support coaches and officials working with my child, in order to encourage a positive and enjoyable experience for all.
- I will demand a sports environment for my child that is free from drugs, tobacco and alcohol and will refrain from their use at all youth sports events.
- I will remember that the game is for youth - not adults.
- I will do my very best to make youth sports fun for my child.
- I will ask my child to treat other players, coaches, fans and officials with respect regardless of race, sex, creed or ability.
- I will help my child enjoy the youth sports experience by doing whatever I can, such as being a respectful fan, assisting with coaching, or providing transportation.
- I will read the National Standards for Youth Sports and do what I can to help all youth sports organizations implement and enforce them. @ National Alliance For Youth Sports

\_\_\_\_\_  
PARENTS PRINTED NAME

\_\_\_\_\_  
PARENTS SIGNATURE

\_\_\_\_\_  
DATE

# Emergency Contact Information & Consent

Dear Parents,

As the coach for your child's team I am excited about the opportunity to mentor them in the skills and fundamentals of the sport. It is my pledge to you to conduct practices and games in way that is both safe and fun. As you know, and as can sometimes be the case, no matter how much preparation or degree of caution we bring to the field of play, accidents do and sometimes happen in sports. With this in mind I am asking for you to sign the statement of consent below to allow professional emergency medical treatment be given to your child if the need should arise. Also, I am asking that you provide any information about your child's health that you think should be brought to the attention of a medical professional. Finally, provide an alternate Emergency Point of Contact in the event you are not immediately available. List someone that you trust and then let them know that you have provided their contact information to us and for what specific purpose.

## CONSENT STATEMENT:

I/we hereby grant consent to any and all health care providers, designated and or appointed by the Youth Sports Program staff and or volunteer coaches, who wish to provide my child with any necessary emergency medical care needed as a result of an injury or illness suffered by my child. This consent permits first aid to be rendered by the coach and permits transportation of my child *to / from* emergency medical care facility when I am not present.

Mother's Signature: \_\_\_\_\_ Date signed: \_\_\_\_\_

Father's Signature: \_\_\_\_\_ Date signed: \_\_\_\_\_

Any special needs, care, chronic illnesses or allergies

Athlete's Name \_\_\_\_\_

Nickname \_\_\_\_\_

Father's Name \_\_\_\_\_

Mother's Name \_\_\_\_\_

Home Phone \_\_\_\_\_

Cell Phone \_\_\_\_\_

Alternate Emergency Point of Contact (AEPC) Name: \_\_\_\_\_

A.E.P.C. Phone \_\_\_\_\_

Cell Phone \_\_\_\_\_

Coaches hold on to this document throughout the season - Do not turn it into Youth Sports Program.