



**SJAFB Youth Sports  
Mission Statement**

The mission of Seymour Johnson's youth sports program is to offer a wide array of organized sports activities for youth, to help them develop desirable physical skills and to mature emotionally and socially.

The sports program provides opportunities for children to have contact with other youth, volunteer leaders, and Youth Programs staff. It also provides opportunities for parents and other adults to interact with children while contributing to the Air Force community by serving as Youth Programs volunteers.

## Welcome Coaches to the World of Youth Sports

Thank you for volunteering to coach the children of Seymour Johnson Air Force Base. We truly appreciate your time and commitment to this vital position. The role of a coach in a child's life can be a very rewarding experience, as you can be instrumental in a youth's development.

There are three main objectives that are critical for all sports programs. First, we provide a safe environment that covers the player, coaches and parents. Second, we create an atmosphere where each child can have fun and enjoy the game. Third, while winning a game can be exciting, our program's primary goal is to teach youth the fundamentals of a sport and the enjoyment that comes with playing.

If you have any questions or concerns about the youth sports program, I am always available whether at the practice/game or the youth center. I will be glad to answer your questions. Again, thank you for volunteering! I look forward to working with you.

*Brent Marriner*  
Youth Sports Coordinator

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### Important phone numbers

Please feel free to contact us if you have any questions or concerns.

<b>Youth Sports Coordinator:</b>	722-0503
<b>Youth Programs Front Desk:</b>	722-0502
<b>Youth Programs Director:</b>	722-0505

## We always strive ...

- To provide meaningful experiences 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 sports—these positive life-style choices for their children.

## Program philosophy

We offer youth sports programs to provide base youth, ages 5 to 18, with opportunities to experience a wide variety of both team and individual sports in an age-appropriate and safe environment, to help participants develop desirable physical skills and to mature emotionally and socially.

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### • • CONCEPTS & GOALS • •

*Each child will play at least 50 percent of every game.*

#### **Fun and enjoyment:**

To provide youth of all skill levels, ages 5-18, with opportunities for participation, fun and enjoyment

#### **Leisure skills:**

To provide opportunities for youth to develop lifetime leisure skills

#### **Physical Development:**

To assist youth with physical development

1. Teaching fundamental and safe sport skills that are age-appropriate
2. Providing opportunities to improve their physical conditioning
3. Teaching sound health habits
4. Providing safe playing areas, proper supplies and equipment

#### **Psychological development:**

To help youth develop psychologically

1. Fostering the development of self-worth and personal identity
2. Providing opportunities to express and control emotions

3. Creating a learning environment.

#### **Social development:**

Help youth develop socially by providing opportunities:

1. To have fun with others
2. To learn independence and the importance of teamwork
3. To learn cooperation and sportsmanship
4. To develop leadership skills and initiative
5. To learn how to compete—how to put winning or losing in perspective

#### **Concept of winning:**

1. If winning is placed in a healthy perspective, participants can learn from both winning and losing.
2. Winning is not the primary goal. Do not define success as winning.
3. Losing a game or event is not a reflection on self-worth
4. Success is related to effort and is found in striving for the best they can do.

## Certification of coaches

All youth sports coaches must be certified under the National Youth Sports Coaches Association (NYSCA), must be trained in CPR & First Aid /Buddy Care and are required to attend four hours of valuable training. A \$20 annual fee is paid for each active coach to NAYS by Youth Programs to ensure proper certifications. Installation records checks will be conducted on all coaches and volunteers.

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## Code of Behavior for Youth Coaches

A youth coach is perhaps the most significant factor in the quality of a youth sports program. Youth coaches, in addition to participating in the training program for youth coaches, should agree to:

- make practice and games fun
- teach sport skills to all players, not just gifted ones
- encourage, reward and praise the young athletes
- remember that effort is more important than results
- set realistic goals with their players
- ensure playing areas are safe before play
- permit athletes to share in the leadership and decision making for their team, including team rules
- be the team leader and continuously set a positive, good sportsmanship example for the youth
- accept the “youth athletes first, winning second” perspective on youth sports

## Disciplinary Procedures

Unacceptable conduct by an SJAFB Youth Sports coach is handled as follows:

- If a verbal complaint is received from a parent, official or adult, the sports coordinator or youth director will attend the next game or practice to observe the coach and substantiate the complaint.
- In order to follow up on any complaint, the complaint must be submitted in writing.
- The coach is given an opportunity to respond.
- If a complaint has been received in writing, substantiated and more than one verbal counseling has been required, it is taken to the Airman and Family Services Flight Chief for recommendations for NAYS review.
- Actions may include:
  - Verbal counseling
  - Expulsion from a game
  - Suspension from game(s)
  - Removal as coach

*NOTE: Officials are the final authority for coaches conduct during any game.*

## Parents, Spectators Policy

Spectators are a vital part of the youth sports program. We highly encourage parent and spectator support, however, **NEGATIVE** comments will not be tolerated.

Spectators may be asked to leave the area for verbal abuse towards the players, coaches, or officials. Continued abuse will result in possible suspension from attending any other games. All parents are required to sign a code of conduct policy.

## Substance Abuse

Drugs and alcoholic beverages are not permitted at any youth practices or games. Any player or coach found guilty of substance abuse will be dismissed from the program. Parents/spectators who consume drugs or alcohol prior to attending youth games will not be allowed on the premises. **YOU WILL BE ASKED TO LEAVE** and security forces will be notified. Youth Center grounds are **TOBACCO-FREE** areas. Coaches, players, and parents are asked to refrain from use of any tobacco products (cigarettes, snuff, chew) at youth practices or games.

# Principles of Conduct & Discipline

## I. Responsibilities to the league

### A. Equipment

1. Maintain and care for issued equipment as if it were your own
2. Ensure that only approved equipment is used and that it is used properly
3. Return all equipment promptly after the season ends
4. Inform Youth Sports staff immediately if there is missing or damaged equipment

### B. Safety

1. All players have a Youth Programs Registration form on file for authorization of medical treatment and list special need information
2. Ensure your first aid kit is properly stocked; notify Youth Programs staff immediately if new supplies are needed
3. Refer to the Safety Section of the Coaching Guide for more specifics regarding safety

### C. Certification

1. Ensure that you have been certified and that you retain certification in the National Youth Sports Coaches Association as mandated by AFI 34-249.
2. You are required to know the rules of the sport that you are coaching, as well as any local bylaw adaptations that may exist.
3. You must attend all coaches meetings that are scheduled. In the event of duty commitment, you must send an assistant coach from your team.

## II. Responsibilities to your players

### A. Safety

1. Supervise the physical environment of all playing areas
2. Supervise the wearing and use of proper, approved uniform/equipment at all times
3. Supervise the emotional and physical well-being of each player

### B. Morals and Morale

1. Teach respect for self, others, authority and equipment
2. Set a good example for players to follow
3. Create positive attitudes
4. Implement discipline during games and practices
5. Abstain from use of alcohol, drugs and tobacco prior to and during team events
6. Do not use profanity or inappropriate language

### C. Fundamentals

1. Teach and demonstrate the skills of the game
2. Teach and obey the rules of the game
3. Help develop techniques to match each player's individual skill level

### D. Sportsmanship

1. Show respect toward others and authorities
2. Teach fair play
3. Encourage competitive spirit, yet de-emphasize the importance of winning
4. Support team play
5. Demonstrate self-control
6. The conduct of your players' parents is your responsibility during a game

### III. Responsibilities to your players' parents

#### A. Conduct an initial parents meeting

1. Explain team rules and your philosophy of coaching, as well as the overall philosophy of the program
2. Explain proper conduct that must be adhered to at all times, especially at games
  - a. Ensure each parent signs the Parent Code of Ethics
  - b. NO USE OF TOBACCO PRODUCTS within 75-feet of the field or facility
3. Explain that you are not a baby-sitter
4. Solicit volunteers (Team Parents) to assist with concessions, phone calls, snacks, etc.
5. Encourage parent involvement
6. Ensure open lines of communication

#### B. Administration

1. Ensure AF Form 1181 is filled out accurately to include emergency phone numbers
2. Create a phone chain for easier communication of changes in schedule
3. Ensure that parents have signed the Parent Code of Ethics and players sign the Players Code of Ethics as well
4. Ensure all parents receive a team roster

#### C. Participation

1. Encourage parent attendance
2. Recognize and praise parent involvement
3. Ensure parents have players to events on time, as well as picking them up promptly

### Coaches Motto

I will teach my team the pleasures of hard work  
And the importance of teamwork.

I will show them the joys of reaching a goal  
And the satisfaction of finishing strong.

I will explain to them the beauty of integrity  
And the fulfillment of fitness.

I will know their name  
And help them become their best.

I will do these things because I care  
And respect them.

The surest way I know to teach these things  
Is to have them learn by my example.

### Participation Awards and Team Parties

Youth Programs will provide participation awards/medallions for all players. Parties can be planned and held by team parents and coaches. The Youth Center offers weekend parties in the gym; please call for details.

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### FYI

The Seymour Johnson AFB Youth Sports Policies and Procedures Handbook and all applicable Air Force publications are available for review upon request.

# Coaches Guide: Parent Orientation

An important facet of coaching is getting parents “buy in”. A well-conducted parent orientation meeting can save you time and potential problems by explaining your objectives and coaching philosophy. The meeting should take place early in the season, e.g., before/after the first practice session. Try to keep the length of the meeting to approximately one hour. During the meeting, you should discuss the following topics:

- Your goals and objectives
- League adaptations to the rules of the sport
- Assistance you will be requiring from parents
- How you expect the parents, coaches and children to behave during games (to include reactions to the officials and proper behavior after winning or losing)
- Team rules that hopefully have been developed by the children
- How and when you want parents to give you advice and constructive criticism
- Your background—why should parents entrust their children to you
- Explain the risk of injury and how parents can reduce possible injury to their child
- Requirement for a medical examination prior to practice
- Parental responsibility to do the following:
  - a. Notify coaches when their child can return for play after an injury or when parents suspect their child is ill or hurt
- What parents can do at home to help their child’s physical development and improve sport skills
- How much time will be spent each week for practice and games
- What equipment will their child need
- How long the season will last; discuss the schedule, playoffs, travel, etc.
- How you will decide who will play and at what positions
- Methods you use to teach sport skills
- Your emphasis on winning and the benefits of sports for their children
- Remind parents that the game is for the kids, not coaches or parents, and that we are not being entertained by miniature professionals
- Team social functions, e.g., picnics, fun day, etc.
- How parents will be notified in case of rain, etc.
- End-of-season players and parents critique of your ability

After you have completed your portion of the meeting, encourage comments or questions. A well-planned meeting also opens doors to future communications.

# Coaches Guide: Practice Outline

*“It is not the amount of time you spend at practice that counts, it is what you put into the practice.”*—ERIC LINDROS

The key to an effective practice is to be prepared. Since you will generally have only one hour to practice, Youth Programs suggests the following tips to help utilize your time more efficiently:

- Encourage your players to arrive a few minutes early. This helps everyone get there for the start and allows you to accomplish warm-up before your time on the field or court begins.
- Ensure that you have a practice plan for each and every practice. A sample is provided below.
- Make the practice as challenging and fun as possible.

## Stages in organizing a successful practice

### • OBJECTIVES

- Know what you plan to accomplish during this practice and how your goals can be measured

### • CHECKLISTS

- Equipment \_\_\_\_\_
- Field condition \_\_\_\_\_
- Pre-meeting with coaches \_\_\_\_\_
- Safety check \_\_\_\_\_

**Warm-up athletes**—note: in cold weather, additional time must be used

**Basics**—of known skills

Teach new skill, allowing sufficient time for practice

Practice under game conditions

Cool-down athletes

Wrap-up—coach and team comments

**Always allow sufficient time for water breaks**

# Youth Sports Safety Plan

The number one priority of SJAFB 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. SJAFB Youth Sports Program uses the guidelines in AFM 34-804 8.2 through 8.7.
2. All playing areas are checked with Wing Safety before start of season.
3. Adequate safety equipment is made available for each sport.
4. Coaches are required to conduct adequate warm up time before each game or practice.
5. Proper clothing is required for each participant according to sport.
6. Spectators are required to stand back from playing areas to minimize player distraction.
7. If severe weather is sighted within 5 miles, games will be suspended.

## Severe Weather Plan

When thunderstorms with lightning or other severe weather patterns are reported within five miles:

- If during the duty day, Base Weather under Adverse Weather warning will call the Command Post, and they will notify Youth Programs. A Youth Sports staff member will make the decision to cancel practice/game.
- If at the practice/game time or after practice/game starts, officials and/or coaches should determine whether to cancel the game due to inclement weather.
- If a thunderstorm with lightning is within five miles, players will exit the playing field and seek shelter in cars or dugouts until the storm passes or game is called.

# Emergency Plan Procedures

## Medical emergencies

*Steps to take in case of an accident or emergency:*

1. Assess the situation. DO NOT PANIC. Administer first aid only.
2. Have an adult stay with the injured person at all times.
3. If additional assistance is needed and no cell phone is available, find the closest phone and CALL 911 or another predetermined emergency number. Provide dispatcher with the following information:
  - Your name and position
  - Exact location including street access, entry gate, building location
  - Victim's condition
  - Nature of the injury and circumstances surrounding emergency
  - Stay on the phone until told to hang up
4. Return to the injury scene in case you are needed for other assistance.
5. Meet the emergency vehicle.
6. Immediately call the parent or guardian and advise them of the circumstances.

7. Report the accident to Youth Programs (722-0503/0505) as soon as possible. Submit written accident report within 12 hours.

- a. Youth Flight Accident Report (AF FORM 1187) available at the Youth Center
- b. If hospitalization is required, notify Youth Programs staff immediately.

8. Call the child's parents or guardians to make sure everything is okay the evening of the accident.

### **Remember**

- At NO TIME should you offer a diagnosis or express personal opinion as to the extent of the injury.
- Coaches are responsible for keeping emergency phone numbers and medical information about their players on hand at all times.
- Coaches are responsible for having a first aid kit (supplied by Youth Programs) at all practices and games. Do not rely on others for ice packs, etc. If you're running low on stock in your first aid kit, let the Youth sports coordinator know before it's too late. Regularly check the supplies in the first aid kit.

### **Emergency care for athletic dental injuries**

–Avoid additional trauma to the tooth. (DO NOT handle by the root, DO NOT brush or scrub the tooth)

–If debris is on the tooth, gently rinse with water.

–If possible, re-implant and stabilize tooth by gently biting on towel or handkerchief (within 30-minutes is best).

–If unable to re-implant, place tooth in milk, under athlete's tongue or in a cup of water.

–Save any broken portions and fragments and take to the dentist.

–Avoid contact with other teeth, air or tongue.

–Immediately transport injured athlete with tooth to the dentist.

## ***Remember the three C's***

**Check**—the scene for your safety and the safety of the victim; check the victim's ABC's (airway, breathing and circulation) and look for life threatening conditions (bleeding, broken bones, wounds, injuries)

**Call**—call for immediate medical support (911) or if you can help them up and move them to the sidelines (if you suspect a head, neck or back injury, DO NOT move the victim)

**Care**—provide first aid/CPR until victim is okay, more help arrives or until emergency medical service arrives

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### **Treatment of injuries**

## **R-I-C-E**

**Rest** the injured area

**Ice** the injured area

**Compress** to minimize swelling/bleeding

**Elevate** injured area

# Child Abuse: Identification, Prevention, Reporting

## Definitions

*Child abuse*—physical injury/emotional disturbance where circumstances indicate this condition may not be the product of accidental occurrence

*Child neglect*—acts of omission that could be expected to result in physical or emotional harm to children

## Physical abuse indicators

### *Major*

- brain damage or skull fractures
- internal injury
- poisoning
- burn or scald
- severe cut, laceration, bruise

### *Minor*

- minor cut, bruise, welt
- twisting or shaking

## Physical indicators of sexual abuse

*including some that you might not notice while routinely caring for young children*

- Child's torn, stained or bloody underclothing
- Bruises or bleeding in or around a child's external genital, vaginal or anal area
- Child in obvious pain when walking or sitting
- Child scratching the genital area
- Premature sexual knowledge

## Neglect indicators

- Child not provided with basic needs: physical, educational or emotional
- When considering whether neglect might be occurring, it is important to look for inconsistencies. Do the indicators of neglect appear frequently?

## Emotional maltreatment

- Active, intentional berating, disparaging or other abusive behavior toward the victim that affects adversely the psychological well-being of the victim
- Passive or passive-aggressive inattention to a victim's emotional needs, nurturing or psychological well-being

## Child abuse prevention

### *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

### *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

## **Reporting child abuse**

*Any instances of suspected child abuse or neglect shall be reported as required by DoD–Child Abuse and Neglect in Center Settings.*

- Youth Programs volunteers and employees are mandated reporters. If you suspect child abuse you will let the youth programs director or sports director know immediately providing complete details for cause of suspicion.
- Upon receipt of the report, the Youth Programs director will immediately contact the Family Advocacy officer at the base hospital’s Mental Health Clinic and the Airman & Family Services Flight Chief.
- The volunteer or staff will never communicate suspicions with coworkers or parents. All information must remain confidential.
- Volunteers or staff observing or suspecting another staff member or volunteer of abusing children must report their suspicions to the director or supervisor on duty.
- Volunteers or employees accused of child abuse or inappropriate guidance will be removed from the activity immediately. While an investigation is in process, the volunteer/ employee will have no access to youth. Substantiated allegations of child abuse or severe violations of the guidance policy will result in a proposed termination of employment or volunteer services.

**If you see or suspect child abuse, child neglect or a safety violation in your DoD Child and Youth Programs or Schools, report it to your installations:**

**Base Family Advocacy Office 722-1878**

**Safety Office 722-4093**

**Or call the DoD Child Abuse and Safety Violation Hotline number:**

**1-877-790-1197**

