



# **Coaches & Parents**

H A N D B O O K

**MACDILL YOUTH SPORTS AND FITNESS**

*Rev 11 March 2025*



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# WELCOME TO THE MACDILL AFB YOUTH SPORTS & FITNESS PROGRAM!

Participation in sports and fitness plays a vital role in the development of youth. Aspects of teamwork, dedication, discipline, physical fitness, self-esteem, and fair play all contribute to the overall growth and maturation of boys and girls. The MacDill Youth Program takes this responsibility seriously and strives to offer quality, diversified programs, based on the needs and desires of our community. Leagues and programs are organized to teach basic fundamentals of team and individual sports and improving on those skills as they progress through their development. Our goal is to provide youth with a learning environment that is positive, fun and contributes to the well-being of the military family, which directly contributes to increase mission effectiveness.

We look forward to your current and continued involvement with the MacDill AFB Youth Sports & Fitness Program.

Sincerely,

**ANTHONY PHILLIPS**

**YOUTH SPORTS & FITNESS DIRECTOR**



# ANNUAL CALENDAR

## TEAM SPORTS

Sport	Registration	Games
Flag Football	August	September - November
Soccer	December	January - March
Basketball	February	March - May
Cheerleading	Each sport season, concurrent w/sports	

## YOUTH SPORTS AVAILABLE FOR AGES 5-15



# MACDILL YOUTH SPORTS GENERAL POLICIES AND RULES

The MacDill Youth Sports program strives to promote good character, attitudes, sportsmanship, and to foster respect toward other teams and all officials. Positive reinforcement and encouragement to players will achieve greater rewards.

- Parents are encouraged to be involved in team activities, and to support the team in a positive way as a spectator. Spectators in violation of MacDill policies and rules, or Code of Ethics will be asked to stop or leave the playing area.
- All coaches, players and parents will comply with MacDill policies and rules when participating in sports activities on and off base.
- Every effort will be made to ensure children with special needs are given the opportunity to participate in youth sports.
- A minimum playing time rule is in effect for all team sports, as stated in the sports respective bylaws. All players must play at least ½ of each game. Team rosters are kept at a minimum to permit players more playing time.
- Age groups are no more than two years whenever possible; the minimum playing age is 5 years old prior to the start of the season.
- Alcoholic beverages, tobacco products, profanity, and negative chatter are prohibited anywhere on MacDill Youth Center grounds.
- Please leave your pets at home, do not bring them to the youth fields.
- Complaints against a coach, parent, or game official must be made immediately to the Youth Center staff or Director. The Director or staff will make observations of the individual in question. The accused individual will attend a meeting to address the complaint and to offer their side of the incident. If the individual in question is found to have acted or spoken inappropriately, a suspension or removal may result.
- Every player and coach receives a participation award provided by the youth center to be presented at the team's end of season party.
- Payments are due for all programs at the time of registration. If a program is cancelled, the customer is entitled to a full refund or a credit toward another youth center program. Program registrants who decide to withdraw from the program before the first game will be assessed a \$ 5.00 administrative charge. Once the first game has been played, refunds will no longer be given.
- If a game is cancelled due to weather or other unforeseeable circumstances, an attempt will be made to reschedule the game. However, due to time restraints and/or field availability, some games may not be made up. It will be the decision of the Youth Sports Director when and if games are made up.

# MACDILL YOUTH SPORTS SAFETY POLICY

## ***EVERYONE PLEASE DRIVE SLOWLY WHENEVER CHILDREN ARE PRESENT***

- Managers and coaches should bring their issued first-aid kits to every team practice and game. They should also inform the youth sports staff if more first aid supplies are needed.
- No practices or games should be held when weather or field conditions are not good, to include inadequate lighting. All outdoor activities are stopped and children are sent inside (Youth Center or vehicles) whenever lightening is within 10 miles. Do not send children to sit in the dugouts.
- Coaches should inspect playing areas before players arrive, checking for holes, damage or foreign objects.
- All team equipment should be stored in the dugout or behind the team bench so it will not interfere with play.
- During warm-ups and drills, players should be spaced or positioned so that no one is endangered by wild throws/kicks or missed catches.
- Equipment should be inspected before each practice or game for good condition and for proper fit.
- Players must wear all recommended safety gear, like batting helmets, catcher's helmet, mask, throat protector, and shin guards during practice and games. No one on or off of the field to include parents, coaches or players are allowed to squat in the catchers position without wearing a catchers' mask. Mouth piece for flag football and shin guards to soccer.
- Players may not wear watches, rings, necklaces or any form of jewelry items, pants with belt loops or pockets during practices or games unless issued by the Youth Center.
- Youth sports staff will carry a phone or have immediate access to a phone for injury or weather emergency situations.
- Field safety equipment such as breakaway bases, padded basketball backboards, and anchored soccer goals will be used at all times to minimize player injuries.
- Report any present or potential hazard to the youth sports staff immediately.



# EMERGENCY/FIRST AID PLAN PROCEDURES

Inform staff and volunteers that they have specific responsibilities related to the safety and welfare of young athletes. Everyone involved in the MacDill AFB Youth Sports Program should be familiar with these precautions. Please review them carefully.

## ***IF AN INJURY OCCURS:***

- Reassure and calm the child, and listen to them to describe what happened & what hurts
- Look for signs of injury (blood, black and blue, deformity of joints, etc.)
- Ask for help if CPR/first-aid is needed, for someone to call 911, or to transport the injured child if parents are not present and circumstances dictate

In the event of an emergency or accident, the following steps should be taken:

1. Assess the situation. DO NOT PANIC. Administer first aid only if you are qualified.
2. Have an adult stay with the injured person at all times.
3. If additional assistance is needed, CALL 911, if you are on MACDILL AFB give location immediately. Provide the dispatcher with the following information:
  - Your name and position
  - Exact location including street access, entry gate, building location and /or best access route to scene
  - Victim's condition
  - Nature of the injury and circumstances surrounding emergency
  - Stay on the phone until you are 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 parent or guardian and advise them of the circumstances.
7. Report accident to Youth Programs Manager (813-828-4255) and complete AF Form 1187, if required.
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 numbers and medical information on their players at all times. Coaches are responsible for having a first aid kit at all practices and games, provided by Youth Sports. Do not rely on others for ice packs, etc. If you are running low in your first aid kit, ask for more supplies before you run out. Regularly check the supplies in the first aid kit.

# **CONCUSSION POLICY AND INFORMATION**

## **CONCUSSION POLICY:**

1. Have the youth cease the activity they were participating in.
2. Immediately notify parents that their child/ren sustained a head injury.
3. Staff member that witnessed the accident will complete an incident report and have the parent sign it upon arrival.

## **INFORMATION:**

A concussion is a type of traumatic brain injury—or TBI—caused by a bump, blow, or jolt to the head or by a hit to the body that causes the head and brain to move quickly back and forth. This fast movement can cause the brain to bounce around or twist in the skull, creating chemical changes in the brain and sometimes stretching and damaging the brain cells.

**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.

## **SIGNS OBSERVED BY PARENTS OR COACHES**

- Appears dazed or stunned.
- Forgets an instruction, is confused about an assignment or position, or is unsure of the game, score, or opponent.
- 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.

## SYMPTOMS REPORTED BY CHILDREN AND TEENS

- Headache or “pressure” in head.
- Nausea or vomiting.
- Balance problems or dizziness, or double or blurry vision.
- Bothered by light or noise.
- Feeling sluggish, hazy, foggy, or groggy.
- Confusion, or concentration or memory problems.
- Just not “feeling right,” or “feeling down.”

**WHAT SHOULD I DO IF MY CHILD OR TEEN HAS A POSSIBLE CONCUSSION?** As a parent, if you think your child or teen may have a concussion, you should:

1. Remove your child or teen from play.
2. Keep your child or teen out of play the day of the injury. Your child or teen should be seen by a health care provider and only return to play with permission from a health care provider who is experienced in evaluating for concussion.
3. Ask your child’s or teen’s health care provider for written instructions on helping your child or teen return to school. You can give the instructions to your child’s or teen’s school nurse and teacher(s) and return-to-play instructions to the coach and/or athletic trainer.

## **DO NOT TRY TO JUDGE THE SEVERITY OF THE INJURY YOURSELF**

TO LEARN MORE VISIT >> [cdc.gov/HEADSUP](https://www.cdc.gov/HEADSUP)



# PHILOSOPHY OF YOUTH SPORTS

MacDill Youth Programs embraces 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:

## **#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 well-being of children.

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

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

## **#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.

## **#4 – Screening Process**

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

## **#5 – Parents' Commitment**

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

## **#6 – Sportsmanship**

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

## **#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.

## **#8 – Equal Play Opportunity**

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

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

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

# MACDILL YOUTH SPORTS TEAM SELECTION PROCESS

All players age 9 and above are required to attend the player evaluation. Since everyone who registers to play will be placed on a team, player evaluations are intended to help preserve parity for the league with no one dominant team. Players under the age of 9 will be placed on teams based on the number of players in their age group.

- All players will perform drills to test their abilities and skills development.
- Coaches will have a list of all players. Each coach will evaluate each player as they perform their drills using a rating system of 1 – 5. 1 – Low Skills, 2 – Below Average, 3 Average Skills, 4 – Above Average Skills, 5 - Outstanding
- After all players have completed the drills, the coaches' ratings for each player will be totaled and an average score for each player is determined.
- The youth center staff will make teams starting with the # 5 rated players, then working their way down using the "Z" method as indicated below:

	<b>Team 1</b>	<b>Team 2</b>	<b>Team 3</b>	<b>Team 4</b>
1st Round	1	2	3	4
2nd Round	8	7	6	5
3rd Round	9	10	11	12
4th Round	16	15	14	13
5th Round	17	18	19	20

*Each team will be given the same number of players in each age.*

- Siblings in the same age division must be assigned on the same team unless the parents request otherwise. Transportation request will be indicated, but are not guaranteed as too many couplings will negate the purpose of player evaluations.
- Players who do not show up for evaluations will be given an evaluation rating based on previous experience and number of years played.
- Players who do not participate in evaluations cannot request to be on a team with another player.
- In order for a coach to get their son or daughter on their team, they must swap a player of equal age and evaluation rating.

Height, weight and skills are assessed in establishing a fair and equal league for ages 11 years and older

# COACHES' CODE OF ETHICS

I hereby pledge to live up to my certification as a NYSCA Coach by following the NYSCA Coaches' Code of Ethics:

- I will place the emotional and physical well-being of my players ahead of a personal desire to win.
- I will treat each player as an individual, remembering the large range of emotional and physical development for the same age group.
- I will do my best to provide a safe playing situation for my players.
- I will promise to review and practice basic first aid principles needed to treat injuries of my players.
- I will do my best to organize practices that are fun and challenging for all my players.
- I will lead by example in demonstrating fair play and sportsmanship to all my players.
- I will provide a sports environment for my team that is free of drugs, tobacco, and alcohol, and I will refrain from their use at all youth sports events.
- I will be knowledgeable in the rules of each sport that I coach, and I will teach these rules to my players.
- I will use those coaching techniques appropriate for all of the skills that I teach.
- I will remember that I am a youth sports coach, and that the game is for children and not adults.

# PARENTS' ASSOCIATION OF YOUTH SPORTS

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

- 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 well-being of my child ahead of a 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 for adults.
- I will do my very best to make youth sports fun for my child.
- 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 ask my child to treat other players, coaches, fans, and officials with respect regardless of race, sex, creed, or ability.

***I will read the National Standards for Youth Sports and do what I can to help all youth sports organizations implement and enforce them.***

## **PLAYERS' CODE OF ETHICS**

I hereby pledge to be positive about my youth sports experiences and accept responsibility for my participation by following this Players' Code of Ethics pledge:

- I will encourage good sportsmanship from fellow players, coaches, officials and parents at every game and practice by demonstrating good sportsmanship.
- I will attend every practice and game that I can, and will notify my coach if I cannot.
- I will expect to receive a fair and equal amount of playing time.
- I will do my very best to listen and learn from my coaches.
- I will treat my coaches, other players, officials and fans with respect regardless of race, sex, creed, or abilities and I will expect to be treated accordingly.
- I deserve to have fun during my sports experience and will alert parents or coaches if it stops being fun.
- I deserve to play in an environment that is free from drugs, tobacco and alcohol and expect adults to refrain from their use at all youth sports events.
- I will encourage my parents to be involved with my team in some capacity because it is important to me.
- I will do my very best in school.
- I will remember that sports participation is an opportunity to learn and have fun.

## COACHES WILL:

- Conduct a pre-season parent's meeting prior to the first practice and call each parent to confirm their attendance.
- Open the meeting by introducing yourself and assistant coaches and explaining the program's goals, philosophies, and the coaches' goals for the plays.
- **DISCUSS THE FOLLOWING:**
  - Program rules and policies
  - Sport rule modifications
  - Injury procedures
  - Inclement weather policy
  - Disciplinary policies, and behavioral expectations
  - Practice days and game schedule
  - Special Events
  - Location of practices and games
  - Policy on parents attending practices
- **EQUIPMENT ISSUE:**
  - Which equipment is the parent's responsibility to purchase
  - Which equipment is provided by the youth center
  - Responsibility for cleaning and returning uniforms
  - What optional safety equipment is available (mouth guards, etc).
- **TRANSPORTATION OPTIONS/POLICIES**
  - Youth Center policy on transporting athletes
  - Possible carpooling to practices and games
- Recruit parents to assist during the season.
- Conduct a question-and-answer period.
- Thank all parents for attending and assisting.
- Hold meetings during the season to keep parents informed of new issues or developments.

## MINIMUM PLAY RULE

In all leagues, a minimum play rule is required for all youth regardless of ability. Youth, ages 5-12 years, must be permitted to play at least half of every game. Only youth ages 12 years and up are permitted to participate in post season play. In most cases, having fun is directly related to the amount of playing time each child receives.

## SPORTS PHYSICALS

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.

# YOUTH SPORTS VOLUNTEER JOB DESCRIPTION

- Coach of male or female athletes between the ages of 5-18
- You will be considered a role model for 10-15 young athletes assigned to your team; therefore sportsmanship, fair play, participation are mandatory

## **RESPONSIBILITY:**

- Plan and supervise games, practices, and events
- Supervise assistant coaches, managers, or team parents
- Teach the young athlete the fundamentals of team sports
- Encourage the involvement of the parents in the sport
- Schedule and conduct parent and other necessary meetings
- Provide a safe and fun environment for the children
- Learn and follow all league rules, policies, and procedures
- Give each player equal playing time
- Put the feelings of players ahead of your desire to win
- Attend all league functions and participate in league activities

## **QUALIFICATIONS:**

- Successfully complete application procedure and pass background check
- Attend any scheduled coaching interviews or meetings
- Successfully complete the National Youth Sports Coaches Association (NYSCA) Certification Program prior to the beginning of the season
- Be enthusiastic
- Not want to win at all costs
- Must be patient, especially with children
- Be organized
- Be dependable

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

I agree that I have read and understand the above job description for a youth sports league coaching position, and that I accept the terms of the job descriptions.

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Applicant Signature Name (Printed)

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Date

*Please note: Failure to sign this page will render the application incomplete and unacceptable.*



# RECRUITING, SELECTING, SCREENING AND ASSIGNING COACHES

Coaches undergo a rigorous screening, selection and assignment process. Coaches complete the Coach Application package, a document that includes: Volunteer Job Description, Statement of Non-Conviction, Statement of Confidentiality, Volunteer Code of Ethics, Acknowledgment of Rights and Consent to Release Records, an Installation Records/DCII Check, Personal Reference Page, and the Volunteer Coaching Application.

Preference is given to returning coaches as to teams, age groups they want to coach.

The Coach Certification Clinic is completed in approximately 4 hours and includes the Initial and Returning Coach Certifications as required by the National Alliance for Youth Sports. Each Coach is also trained in First Aid/CPR.

## ***TOPICS COVERED IN THE CLINIC INCLUDE:***

- The AF CYP Mission Statement
- Program Philosophy
- Key Contacts
- Emergency Procedures
- Inclement Weather Procedures
- The Inclusion Policy
- Prohibition of Substance Abuse and Smoking
- Information on Child Maltreatment Prevention, Identification and Reporting
- Excused Absences
- Positive Guidance
- First Aid Procedures
- Minimum Play Rules
- Information on Sportsmanship
- Removal Procedures and Suspension



# TEAM / PARENT MEETINGS

Parents are required to attend an annual league orientation meeting conducted by the YP Staff, or a one-on-one meeting. All teams must have at least one team / parent meeting each season (separate from the required annual league orientation).

At a minimum, orientation includes:

- Program Philosophy
- Code of Ethics
- By-Laws
- Roles of the Staff
- Roles of SV/V
- Roles of Officials
- Roles of Parents
- Transportation Policies
- Health and Safety
- Positive Guidance and Appropriate Touch
- Annual League Orientation
- Team / Parent Meetings

## ***SAFETY / FIELD INSPECTIONS:***

In accordance with AF regulations, sports facilities are free of observable safety hazards. Prior to the start of each sports season, pre-inspection of fields and facilities are completed by a safety specialist before any practices and / or games are conducted. The inspection is signed and dated. Deficiencies identified are corrected, remain corrected, and documentation is kept on file in the Sports Office.

## ***EQUIPMENT INSPECTIONS:***

Prior to each sports season, the Youth Sports Director conducts an inspection of the equipment / materials used during the season. NOCSAE (National Organizing Committee for Safety in Athletic Equipment) and ASTM (American Society for Testing and Materials) standards for sports equipment are met throughout the course of use. A letter documenting such inspection is kept in the Sports Office.

## ***INCLEMENT WEATHER:***

By 1500 hrs of each practice day, the Youth Sports Director will decide whether or not inclement weather conditions will prevent practices. He will contact each coach who will, in turn, contact parents about cancelled practice. On game day, the Youth Sports Director will contact each Coach by 0830 to announce cancelled games. If Coaches have not been contacted by 0830, they are to assume games will be played or conditions will be evaluated at the field. When parents complete the registration form, they must be sure to provide current, working phone numbers and email addresses. Makeup games will be played when / if possible.

# KEY CONTACTS

## YOUTH CENTER STAFF

### **YOUTH SPORTS & FITNESS DIRECTOR:**

Anthony Phillips..... 813-828-7958

### **YOUTH CENTER ASSISTANT DIRECTOR:**

Loretta Gaines ..... 813-828-7956

### **YOUTH PROGRAMS DIRECTOR:**

Chris Hug..... 813-828-7956

### **EMERGENCY PHONE NUMBERS:**

**Security Forces (Emergency)**.....911

**Security Forces (Non-emergency)**..... 813-828-3322

**Fire Department**.....911

## MACDILL MISSION STATEMENT

Our objective is to teach sport fundamentals and instill in each player a spirit of good sportsmanship, discipline and teamwork. The program provides youth a means of learning and experiencing the principles of leadership, fellowship and independent action in a fun environment that ensures safety and fair play.

Learning the fundamental skills of sports and playing a variety of positions is a physically and mentally rewarding experience for our youth. The emphasis of each sports league is on individual and group involvement, not on winning.

## AF CYP MISSION STATEMENT

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

## EXCUSED ABSENCES

All coaches must be present at all practices and games to ensure proper supervision of all the youth involved in the Youth Sports Program. If you, as a coach, are unable to attend a scheduled practice or game, you must contact the Youth Sports Director so that he can arrange for proper

supervision of the practice or game. Part of the responsibility of joining a sports league is to attend practices, which helps develop basic skills, builds teamwork, and to receive information pertaining to games. Missing practices is not fair to teammates and to the coaches who volunteer their time to work with the children. Youth will be excused from practice if they are sick, and if they are sick with an extended illness, it would require a doctor's note to resume playing; if they are injured, which would again require a doctor's note to resume playing; or if they have a school function. Parents should try not to schedule family outings during the season, so their child can get the full experience of participating in a team sport. The Youth Sports Program tries to avoid conflicts by not scheduling games on holiday weekends or if there is a base-wide event. Please communicate any scheduling concerns with your coach, who can elevate it to the Youth Sports & Fitness Director for any clarification. Youth participating on sports teams must be able to attend practices, in order to participate in the games. Players who miss three (3) consecutive practices or games without sufficient reasons, will be removed from the active roster. The Youth Sports Director will determine what reasons are acceptable.

## **POSITIVE GUIDANCE**

Youth Staff and volunteers must demonstrate the use of positive guidance techniques and require that parents assisting them in the conducting of practices and games also use positive guidance techniques. Coaches are to use positive guidance techniques, which helps youth develop self-control, self-esteem, and respect for the rights and property of others. Techniques include talking with the youth, helping the youth use negotiation to resolve conflicts, temporarily removing the youth from the situation for a few minutes, and limiting the youth's participation in the activity.

# **CHILD ABUSE PREVENTION, IDENTIFICATION, AND REPORTING**

## **DEFINITIONS/TERMS:**

### ***Air Force Family Advocacy Program***

A program designed to address prevention, identification, evaluation, treatment, follow-up and reporting of child or spouse maltreatment. This includes physical abuse, psychological and emotional abuse and neglect, sexual abuse and physical neglect of children.

### ***Child Emotional Maltreatment***

An act of commission (such as intentional berating, disparaging, or other abusive behavior) or omission (such as passive or aggressive inattention to a child's emotional needs) on the part of the caretaker. Maltreatment causes low self-esteem in the child, undue fear of anxiety, or other damage to the child's emotional well-being.

### ***Child Physical Abuse***

The intentional, non-accidental physical injury to a child inflicted by a parent, guardian, or other person responsible for the child's welfare.

### ***Child Sexual Abuse***

The involvement of a child in any sexual act or situation, the purpose of which is to provide sexual gratification or financial benefit to the perpetrator; all sexual activity between a caretaker and a child is considered sexual abuse. The sexual act or situation may be physical or non-physical. Physical sexual abuse includes genital fondling and oral, anal, and vaginal intercourse and child/mutual masturbation. Nonphysical abuse includes voyeurism, exposure and obscene telephone calls.

Identification of Abuse Neglect

Repeated Injuries: Bruises, welts, burns. Neglected Appearance: Neglected children are often badly nourished, inadequately clothed, are left alone or are wandering at all hours; always seem as if nobody cares.



### ***Disruptive Behavior***

Very aggressive, negative behavior, constantly repeated, can signal a desperate need for attention and help. Parents Who Are Super-Critical: Critical parents who discipline their children frequently and severely may begin to abuse when their unrealistic standards are not met. Families That Are Extremely Isolated: Parents who don't share in school or community activities and resent friendly contacts may be distrustful of people, afraid of their help.

***Child Abuse Hotline: 1-877-790-1197***

## **RESPONSIBILITIES**

Every paid and non-paid staff member of MacDill Youth Program is charged with the responsibility of reporting suspected child abuse or neglect to their chain of command. Coaches should use caution and good sense in identifying child abuse. Every parent makes errors in judgment and action at some time but when it becomes plain that this is a PATTERN or is becoming one, then it is time for help. All coaches have a responsibility to see that child abuse is reported to the people who can help. Youth Sports Directors have a legal responsibility to report alleged abuse or neglect. By law, you cannot be prosecuted for doing so in good faith. Coaches should never inspect or check a child's body beyond what is visible when the child is fully clothed, if abuse or neglect is suspected. Only official sources within the chain of reporting may do so legally.

### ***PROCEDURE FOR REPORTING***

Youth Sports coaches will report alleged suspected cases to the Youth Sports staff. The Security Forces will be called immediately in situations requiring assistance in the maintenance of control and in any case in which criminal behavior is suspected. The chain of command to be utilized in reporting child abuse is as follows:

1. Youth Sports and Fitness Director
2. Youth Programs Director
3. Chief, Airman and Family Services Flight
4. Department of Children & Families/Family Advocacy Program
5. Security Forces

If the youth is obviously injured and in need of medical attention and the above contacts are unavailable, the youth should be transported to the nearest medical facility for documentation. Attempts must continue to reach the appropriate authorities.

### ***FOR MORE INFORMATION:***

If you would like more information on any Child Abuse issue or would like to discuss concerns you may have without making an official report, please call the Youth Center at 828-7956/7957.

# INCLUSION POLICY

## **Standard #10 – Equal Play Opportunity:**

### **AFMAN 34-144 2 MARCH 2016**

Background. The cost of participation in youth sports has risen dramatically during the past several years, as have the number of single parent families. Although sports opportunities for girls and racial minorities have improved, many adults still fail to recognize the contribution of the youth sports experience for all children.

Rationale. All children must have the opportunity to play, regardless of race, creed, sex, economic status or ability. The coaches and league officials should recognize sex/role stereotyping and demand that racial prejudice of any type be prohibited. Every effort should be made to provide financial assistance to those youngsters unable to afford participation, including the cost of safe equipment. Adult youth sports leaders must teach tolerance of, and respect for, people of all abilities, sizes, shapes, colors, cultural and economic backgrounds. Youth sports should be a growth, rather than a limiting experience. Parents, coaches and league administrators must provide equal sports play opportunity for all youth regardless of race, creed, sex, economic status or ability.

### ***Toward that end, Air Force youth sports programs must ensure:***

- Leagues adopt a non-discrimination policy that ensures participation for all youngsters regardless of race, creed, sex, economic status or ability.
- Leagues make provisions, so that all youngsters may be able to participate, regardless of their financial ability to play.
- Leagues are encouraged to provide co-recreational programs through age 12.
- Leagues adopt an affirmative action coaching recruitment policy that provides for the recruitment and selection of qualified women and minorities.

The MacDill AFB Youth Sports Program is open to all youth eligible to participate in 6th Force Support Squadron programs. The Youth Sports Program offers a variety of organized and league youth sports for both boys and girls. It supports all children's youth sports experience needs including appropriate age levels and developmental levels for participation. In each sport, there is a minimum play rule for all children regardless of ability.

# TOBACCO & ALCOHOL POLICY

*(PER AFMAN 34-144 2 MARCH 2016)*

## **Standard #3 – Drug, Tobacco, and Alcohol-Free Environment:**

Background. Pressures and opportunities for children to be involved in drug, tobacco and alcohol abuse have increased to crises proportions during the past decades. Unsupervised social interaction and unknowledgeable adult leadership have contributed to the problem.

Rationale. Coaches and parents must be educated about all drugs, including performance enhancement chemicals. Leagues should have policies dealing with drug, tobacco and steroid use and emphasizing prevention through education. Parents, league administrators, and coaches should be taught what to look for in abuse of these drugs and know how to access community resources for assistance on drug-related problems. Parents must encourage a drug, tobacco and Alcohol free environment for their children.

## ***Air Force youth sports programs will assist parents in this effort by offering youth sports programs in which:***

- Leagues adopt rules prohibiting the use of alcohol, illegal substances or tobacco by coaches, league administrators, or game officials at all youth sports events.
- Leagues provide coaches and parents educational information on identifying signs and symptoms for substance use by children.
- Leagues establish policy and implementation procedures for immediately dealing with substance use by coaches and players and communicate these policies to coaches, players, and parents.
- Leagues continually encourage dialogue between coaches, players and parents about the need for an alcohol, tobacco and drug-free environment for children.

## **Standard #11 – Drug, Tobacco, and Alcohol-Free Adults:**

Background. Sports participation has long been characterized as a means of developing character and positive values. Recent information indicates that competitive pressures, negative sports peer group associations and unhealthy adult role models may actually increase the risk of drug, tobacco and alcohol use among youth participants.

Rationale. Because of the influence they exert, parents involved in youth sports should understand that they must refrain from substance use,



including smoking, alcohol consumption, chewing tobacco, and illegal drugs at games, practices and other youth sports events. Healthful role modeling should lead the way in influencing youngsters to avoid drug, tobacco and alcohol use. Parents as coaches, fans, and league administrators must be drug, tobacco and alcohol-free at youth sports activities.

***To help parents meet this standard, Air Force Youth Sports Programs must ensure:***

- Leagues require coaches, league administrators and game officials to refrain from the use of alcohol, illegal substances and tobacco at youth sports events.
- Leagues require that alcohol will not be sold or allowed to be brought into youth sports games and practices.
- Leagues encourage spectators not to use tobacco at youth sports events.
- Leagues develop an enforcement plan for removing coaches, parents and spectators who are under the influence of alcohol or illegal substances.

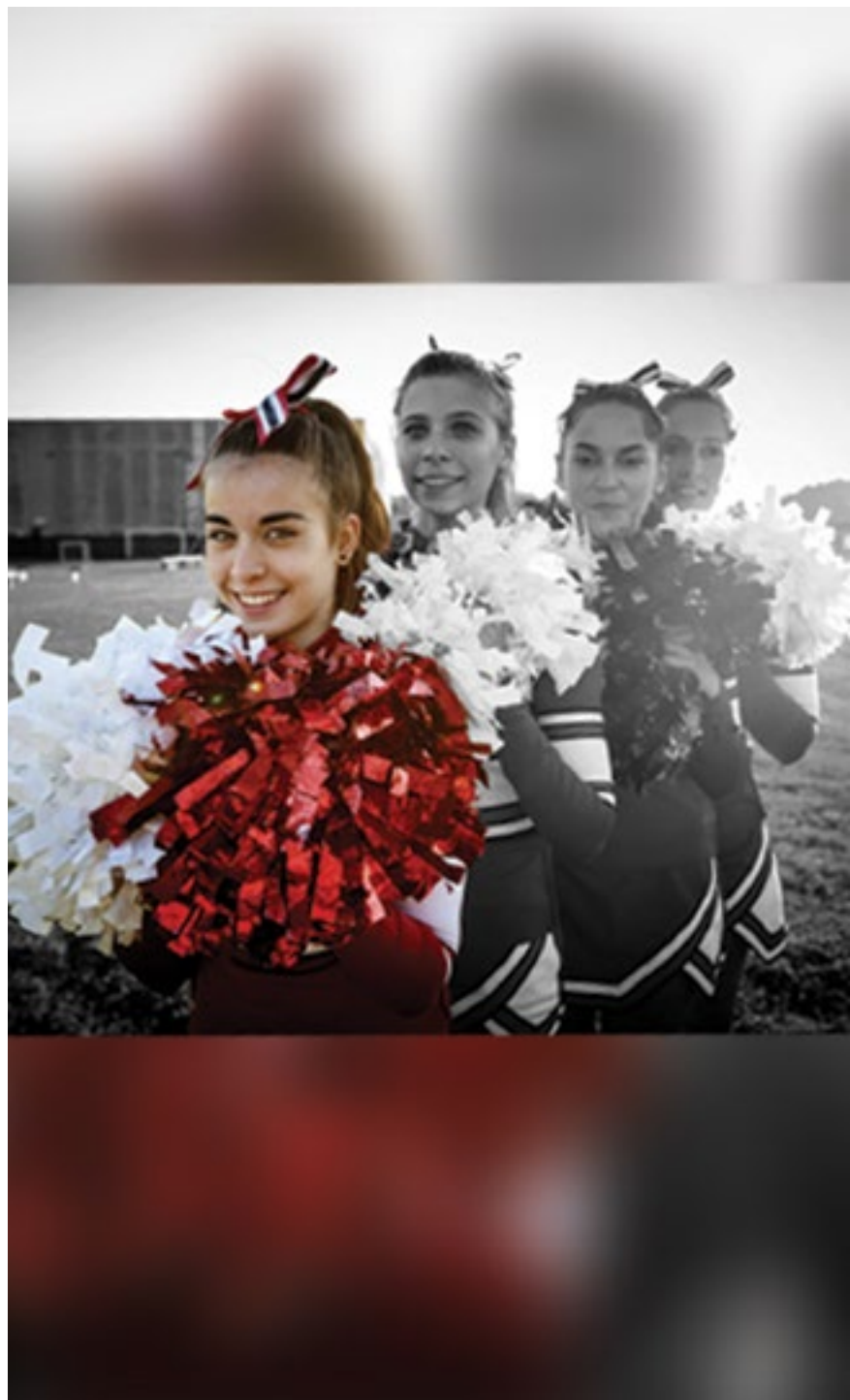
## **SPORTSMANSHIP**

The highest standard of conduct must typify all behavior in the youth sports program. Behavior inappropriate for programs serving youth by coaches, managers, players, parents, and administrators will not be tolerated. Poor sportsmanship, use of profanity, or obscene gestures is not allowed by any individual. Misuse or abuse of playing equipment; negative comments about coaches, players or officials; prolonged disputes with officials; and the throwing of objects onto, or into, the playing area, will be considered unsportsmanlike conduct. Good sportsmanship is exhibited by appreciating the efforts of all players, coaches, and officials. Any coach ejected from a game, due to lack of sportsmanship, must leave the playing area immediately, and will be removed as a coach from the Youth Sports Program. Any parent or adult removed from a playing area, due to inappropriate behavior or poor sportsmanship, must leave the playing area immediately, and will not be allowed to be a spectator at any remaining games of that league and must attend training, in order to be allowed to attend any other league games. Any player who is ejected from a game, must leave the playing area immediately and will be suspended for at least one game. Longer suspensions will be determined by the severity of the offense.

## REMOVAL PROCEDURES/ PLAYER SUSPENSION

All players, coaches and parents must display good sportsmanship at all times. Failure to act appropriately could lead to dismissal from the entire playing area. Games could be terminated if poor sportsmanship continues after one warning to coaches and parents. The Youth Fitness & Sports Director and the Youth Programs Director can remove any adult from the playing area, due to inappropriate behavior. Any problems that need extended resolution will be referred to the Airmen & Family Services Flight Chief. Coaches receiving a technical foul, or who have been ejected from the game, must leave the entire playing area, immediately. The coach will then need to meet with the Youth Fitness & Sports Director to see if he/she can be reinstated as coach for future games. Players who commit technical fouls, or have been ejected from a game, will be removed immediately from the game they are participating in and will also receive a one-game suspension. A second technical foul received during the season will lead to the player being permanently suspended for the remainder of the season. Parents who act inappropriately, at games, will be asked to leave the entire playing area and will also need to meet with the Youth Fitness & Sports Director, to seek attendance at future games.







*MACDILL YOUTH CENTER  
7813 BAYSHORE BLVD., BLDG. 382  
MACDILL AFB, FL 33621  
(813) 828-7956/7957*