

DEPARTMENT OF THE AIR FORCE



YOUTH PROGRAMS

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SCHOOL-AGE CARE

School-Age Care & Youth Programs

Nellis AFB

Parent Handbook

110 Stafford Drive, Bldg.2999

Nellis AFB, Nevada

702-652-9307



CYP Mission

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

Youth Program Philosophy

To provide a developmentally appropriate program of the highest quality in an environment that is both nurturing and stimulating: Offering program activities that meet the physical, social, emotional and intellectual needs of the youth through core areas of character and leadership development, education and career development, health and life skills, the arts, school age care, league sports and informal sports, fitness and recreation.

School Age Program Philosophy

The philosophy of the School Age Program is to provide safe, enriching, supervised environments for children and youth during out of school time. Individual interests, experiences, abilities and needs guide the program. Children have the right to be heard, listened to and influence decisions. We promote experiences and opportunities that enhance rather than duplicate the school day. Our programs maintain an atmosphere that encourages flexibility and allows for freedom of choice within appropriate guidelines. We strive to reinforce family values and emphasize the uniqueness of each child by promoting positive attitudes validating self-worth.

Hours of Operation

School Age

Monday - Friday: 6:00am – 7:40am – 2:20pm -6:00pm

School Closures: 6:00am – 6:00pm

Winter, Summer, Spring Break (Parents must register for care @ www.militarychildcare.com, Currently enrolled youth will register on CYPBMS)

Monday - Friday: 6:00am – 6:00pm

Open Recreation 9-12

Monday - Friday: 2:20pm -6:00pm (Summer 10:00am – 6:00pm)

Teen 13-18

Monday - Friday: 2:20pm -6:00pm (Summer 10:00am – 6:00 pm)

The Youth Center and School Age Program are closed all Federal Holidays and any other day deemed by executive order of the President or commander.

ELIGIBILITY

All legal dependents of active duty, retired military or DoD Civilians may use the facility during the operating hours with a current Membership Card. Membership card not required for sports.

School Age Program: All eligible dependents, Kindergarten through Sixth Grade (5-12 years old of age) may use the School-Age program. The SAC may operate at capacity during some periods; therefore, space may not be available for all children.

REGISTRATION

Families must visit www.militarychildcare.com to request child care. When care has been offered and accepted by the family through militarychildcare.com, parents must complete the registration on CYPBMS.

The School-Age Program: They must have proof of current immunizations on file.

Open Recreation/Teens: requires participants to have a current Membership Card and proof of current immunizations on file.

Drop In Care

School Age Program: Drop in care is provided on a non-recurring or irregular basis for children in grades Kindergarten through Sixth at \$8.00 per child per hour. Children will be accepted if space is available. Parents must fill out all required forms before leaving a child for care. Up to date immunizations with current Flu shot are required. *Transportation is not provided for Drop in Care.*

SPECIAL NEEDS

The Youth Program/SAC Program will make reasonable accommodations to support inclusion and participation of youth with and without disabilities. Families with children identified with a disability, medical condition or specific need will work together with program staff and the Inclusion Action Team to determine appropriate care. No food may be brought to SAC/YP. Suitable substitutes will be made for youth with chronic allergies. Written verification from the youth's health care provider, confirming the restriction, is required.

PROGRAM ORIENTATION

A program orientation appointment is arranged and scheduled for families prior to the first day of enrollment. During orientation, families will receive a copy of the SAC guidelines, policies and procedures, have the opportunity to ask questions about the program, meet the staff and tour the facility. Children will receive an additional orientation to the program during the first week of participation, which will include information about the facility, daily schedule/procedures, and emergency response procedures.

PROGRAM FEES, SUBSIDIES & TAX CREDIT

Weekly Care

DoD requires uniform regulations for military child care programs. Fees are based on Total Family Income (TFI) and shall apply to all children who attend. All Families must be registered in CYPBMS with all required forms and payment information. Fees are due NLT Tuesday 1800 hours for the current week of care, (fees are due NLT Wednesday 1800 if a federal holiday falls on Monday or Tuesday). If you fail to make payment as outlined above you will be automatically charged through your credit card auto pay authorization for the amount owed. If your credit card is declined and fees (to include a \$5.00 late fee per child per day) are not paid by close of business on Thursday, your child(ren)'s slot will be withdrawn from the program on Friday of the current week. Spaces will be filled immediately and procedures will begin to process the Military Pay Order. If a refund is warranted the amount due will be returned on the patron's credit card.

Tax ID # 88010-9646

Late Pick—Up Fees

Parents must call and notify front desk staff when arriving after closing. You will be assessed a late pick up fee of \$2.00 for each minute per family for a child(ren) not picked up by close of business, payable when the next regular payment is due. There will be a grace period of 10 minutes from 1800-1810. Each family will only be given a total of 3 grace periods.

SIGN IN/OUT PROCEDURES

School Age Program: Children must be signed in on AF Form 1930 Youth Flight Daily Attendance Record when in the care of the School-Age Program. Children age 10 and over may sign in/out of the School Age Program with written permission from their parent/legal guardian. Children age 9 may sign in but are only allowed to sign out if they are going to the open rec program within the facility. Children will only be released to sibling's age 14 and older with I.D. and listed on child's 1181. Alternate adults listed on your AF Form 1181 will need to bring picture I.D. with them to pick up your child.

Open Recreation/Teens: Youth are responsible for signing in/out of the program upon arrival/departure.

TRANSPORTING CHILDREN

School Age Program: Children will be transported for fieldtrips with Youth Program Government Vehicles. Written permission for transportation must be obtained by the parent or guardian on the Nellis School Age Agreement fieldtrip permission form. Children must be present at departure time.

Open Recreation/Teens: Youth Program Government Vehicles are used to transport youth on fieldtrips. Written permission for transportation must be obtained by the parent or guardian prior to the trip. Youth must be present at departure time.

FIELD TRIPS

School Age Program: Field trips are scheduled during all day sessions. Field trip permission forms are located on your child's homeroom clipboard and must be signed by a parent/guardian. Children 9 years and older are not authorized to sign themselves up for any field trip. A SAC staff member will notify the parent or guardian if permission was not obtained in writing.

Open Recreation/Teens: Youth must complete fieldtrip information with front desk or program staff.

NOT ATTENDING PROGRAM

The SAC program has a system in place to protect youth from harm and must maintain accountability of all children departing and arriving on a daily basis. It is the family's responsibility to notify the SAC program if your child will not be attending or not returning after school. 702-652-9307.

For information on the process to seek a suitable substitute to fill space left vacant by your child while on a planned absence, please see the Front Desk staff. Guidance through the DAF Instructional Guide Sublet-Lease-Rent of Child Care Space is available.

WITHDRAWAL POLICY

Parent/Sponsor is required to provide a **two-week** written notice when withdrawing their child from the program. Please see the front desk staff for a withdrawal form. This form will be filed in your child's folder and a copy will be provided to you. Parent/Sponsor is responsible for all fees charged if a withdrawal slip is not provided.

BEHAVIOR EXPECTATIONS

Youth learn discipline through having clear boundaries and limits. Our goal is for youth to learn self-control and responsibility. It is a child's normal behavior to challenge boundaries and limits to find out what is acceptable and unacceptable behavior. Through good communication, redirection and modeling children learn how to take responsibility for their actions and how to control their behavior. Youth are expected to respect their peers, staff, equipment and supplies. They are expected to follow all safety procedures for their own safety as well as the safety of others. Parents are requested to notify staff of any family issues or changes in routine, which may affect their behavior. Examples are Deployments, TDY's, divorce, illnesses, problems at school, etc. Staff will guide behavior by issuing warnings, removing them from an activity, removal of privileges, and child/teacher/parent conference. If your child's behavior warrants contacting you, you must respond within 45 minutes.

KEY PERSONNEL

YOUTH PROGRAMS DIRECTOR -Amanda Mowry 652-8706

SCHOOL AGE COORDINATOR -Leslie Davis 652-9309

TRAINING and CURRICULUM SPECIALIST-Danielle Stewart 652-0326

TEEN CENTER- Davin Watson 652-6794

SPORTS COORDINATOR- Terrence Vinson 652-6749

SAC PROGRAM FRONT DESK- Rebecca Becerra 652-9307

FAMILY/STAFF COMMUNICATION

School Age Program: Communication with families is important! Daily communication will occur at the time of drop-off and pick up of your child. More formal communication is available. Parent conferences are held annually and more often upon request of the staff or parent. All concerns should be directed to your child's homeroom teacher, School Age Coordinator and Youth Programs Director.

Open Recreation/Teens: Daily communication will occur throughout the day when your youth is participating. All participants and their families should contact program staff and the Youth Programs Director if they should have any concerns.

FAMILY INVOLVEMENT

Families are a great resource. Parents are welcome to be involved in their youth's daily activities and fieldtrips. Parents are encouraged to come in and share their skills, hobbies and talents with other participants. Military families are diverse in culture and can enrich the program by sharing of their diverse cultures. The program offers a quarterly Parent Advisory Board (PAB) meeting to discuss upcoming program information that all parents may attend.

CONTINUOUS QUALITY IMPROVEMENT (CQI) TEAM

Our program maintains a team comprised of the School Age Coordinator, Training and Curriculum Specialist, Youth Program Chief, Parents, Staff Member, Children, and other interested parties that work on assessing the school age program and setting goals for continued program improvement. We are always looking for volunteers to join our team. We meet quarterly, usually at 11:00. The program improvement process is crucial to maintain our current accreditation and subsequently needed for us to continue to be accredited. It allows a variety of people, who have a stake in the program, the opportunity to give their input, set program goals, and assess progress towards those goals all with the purpose of program improvement.

INSPECTIONS

The program is inspected and assessed frequently by a variety of agencies to ensure high quality programs. Monthly inspections are completed by military Public Health, Fire and Safety. A base Multi-disciplinary Team inspection and a Higher Headquarters unannounced inspection occur annually.

ACCREDITATION AND CERTIFICATION

The program is accredited by the Council on Accreditation. Our accreditation holds our program to the highest standard of quality and shows our commitment to ensuring that our program, staff and facilities are all meeting the developmental needs of the children and families we serve. The center is also certified by the Department of Defense, and undergoes an annual inspection to ensure the program's quality and compliance with Air Force standards for quality child care.

PARENT/VISITOR ACCESS

Parents are authorized unlimited access to areas where their children are being supervised or activities in which their youth are engaged. Parents are welcome to participate with their children during activities, meals, and field trips. For the safety of all participants, please remember to park only in designated areas and drive *slowly* through the parking lot. All visitors, other than parents, must sign in at the front desk before entering the program and sign out before leaving. Visitors will wear a visitor nametag and be escorted by staff member.

ADMINISTRATION OF MEDICATION

School Age Program: Program staff are trained to dispense medicine prescribed by a doctor for chronically ill children, i.e. asthma, ADHD and allergies. Your youth will need to have an Inclusion Action Plan completed by a doctor. Medicine will be kept at the front desk. An AF Form 1055 (Medication Permission Form) must be completed.

1. Only medication prescribed by a physician will be administered.
2. Medications must be labeled with the name, name of medication, dosage strength, and dosage schedule.
3. Medication will never be given after the expiration date, or to an individual other than shown on the label.
4. Because of the possibility of reactions, the SAC will not administer the first dose of medication.
5. Medication should be administered by parents or guardians at home if possible. During a typical 10 hour day of care, SAC personnel will administer medications as follows: Once if medication is to be administered 3 times a day, twice if medication is to be administered 4 times a day, or if time sensitive.

Open Recreation/Teens: Medication will not be administered during open recreation in Youth Programs, but may be given in programs that extend beyond the normal typical day (e.g. full day camps, day long fieldtrips and overnight trips).

Exception: emergency medication (e.g. Epi-Pen, Glucagon) may be given during open recreation.

MEDICAL POLICIES

1. Youth who do not feel well enough to participate in usual daily activities may not be admitted for daily care. The Youth staff will work with Public Health for communicable diseases.
2. Medical policies will be followed in accordance with AFI 34-144, *Child and Youth Programs*; the most current version of *Caring for Our Children: National Health and Safety Performance Standards*.

3. Youth who receive minor injuries will be given first aid. In case of a more serious injury, program staff will call 911 and parents will be notified.
4. An AF Form 1187, *Accident Report*, will be complete for all injuries. Parents may request a copy through the Freedom of Information Office.

EMERGENCY CLOSING PROCEDURES

Any uninhabitable conditions (lack of water, heat, air conditioning, etc.) will be assessed and appropriate action will be taken. Parents will be notified of the situation and updated. For evacuation of the facility due to fire, fire drill, gas leak, bomb threat etc., the youth will be evacuated from the area. The Youth Programs will follow the Nellis advisor for local weather conditions.

HEALTH, SAFETY, ACCIDENTS, & EMERGENCIES

It is critical that parents and Program Assistants work together to meet your child's needs. Please help us make your child comfortable by sharing information about your child with the Program Assistants. Any information regarding illness, behavior changes, or changes in the family structure can help the Program Assistants better understand your child, and meet their individual needs. If your child becomes ill while in the facility you will be called to pick him/her up to prevent others from exposure. If you or your emergency contact cannot be reached by phone or fail to pick up your child within 45 minutes, your First Sergeant or Commander will be contacted for assistance.

Accidents will sometimes occur while your child is in the program. A bump, bruise or scratch, or any mark that is noticed while a child is in our care will be reported in writing. You will also receive a phone call informing you of the accident. An Accident Form 1187 will be filled out by the Program Assistant and signed by a Supervisor. The Desk Clerk will review the accident report with the parent and request that they sign it.

Concussion- a concussion occurs when a traumatic injury to the brain alters mental status or changes the way the brain normally works. It is caused by a blow to the head or body that forces the brain to move rapidly inside the skull. Should your child sustain such an injury while attending a CYP activity, they will be closely monitored by CYP staff. Some of the signs we will look for to indicate the possibility of concussion are: dazed or stunned appearance, confusion, clumsy movements, slow response or loss of consciousness. Please note that parents will be notified immediately and as with any serious injury, EMS will be contacted for medical evaluation.

If your child is involved in a serious accident/incident and requires emergency medical care, 911 will be called and an ambulance will respond and transport your child to the hospital. A copy of your child's AF Form 1181 and a Youth Program's staff member will accompany your child to the hospital. Parents will be contacted as soon as possible to meet the ambulance at the hospital.

The program has established procedures to prevent/handle accidents. Select Program Assistants and Supervisor's on duty are current in Fire, Safety and Health training, both staff and children practice fire drills monthly. Staff perform daily playground safety checks and daily environment checks. Any hazards found are immediately reported for correction or corrected on the spot. A staff person trained in CPR and First Aid is available at all times. During program hours, a telephone is always accessible for incoming and outgoing calls. Written emergency numbers are posted near the phones. Emergency information about the children is taken on all field trips. Families are contacted immediately in case of an emergency. A first aid kit is available at all times-on walks outside the building, in field trip vehicle's, on playgrounds, etc.

Disaster Preparedness and Active Shooter

Monthly Fire drills, as well as, routine Shelter-In-Place, Bomb Threat exercises and Active Shooter drills will be conducted at various times of the month. They will be documented and posted in the front lobby. All parents, visitors and workers will be required to participate if they are on the premises during this time. Children cannot be released until completion of the drills for safety and full accountability. These drills keep children and program staff prepared for any potential disasters and/or weather conditions. There are specific procedures medical emergencies, evacuation, shelter in place, natural disaster, active shooter. Please contact the front desk for specific procedures.

LOST OR MISSING CHILDREN

If a child appears to be missing from the program the supervisor on duty will be notified immediately. All additional staff members will begin a search, checking playgrounds, parking lots and all rooms to ensure the child has not hidden. After a sweep of the facility and grounds the supervisor on duty will contact the security police and the parents.

NUTRITION

No outside food or drinks are permitted in the SAC program at any time. All children are given the opportunity to have breakfast before school, snack after school and lunch during full day care. All meals meet the USDA food requirements as well as Public Health guidelines. The menus are posted in the Café. Parents are welcome to join us for mealtimes. The facility is operated in accordance with U.S. Department of Agriculture policy, which prohibits discrimination on the basis on race, color, sex, age, handicap, religion, or national origin. Any person who believes he or she has been discriminated against in any USDA related activity should write to

Administrator
Food and Nutrition Service
3101 Park Center Drive
Alexandria, VA 22302

PERSONAL BELONGINGS

Your child will be provided with a locker. Youth may bring a combination lock to safe guard their belongings (combinations must be given to the front desk). To ensure the safety and contentment of all children enrolled for SAC, please do not allow your children to bring:

1. Personal toys, games, cell phones, etc. An ample supply of toys and games are available.
2. Things brought from home cause dissension and are easily broken or lost.
3. Jewelry or other high value items. We cannot accept responsibility for loss of personal items.
4. Food, candies or gum.

If your child brings money to the program for lunch, or special events, please place the money in an envelope with your child's name on it.

CHILD ABUSE AND NEGLECT

Program staff are required to refer any unexplained injury or suspected case of child abuse or neglect to the Family Advocacy Office 702-653-3866. The National Child Abuse Hotline is 1-877-790-1197. Local Child Protective Services is 702-399-0081.

UNATTENDED VEHICLES

All vehicles must be turned off while parked in the parking lot unless attended by another adult. At no time are children to be left in a vehicle unattended. **Remember heat kills; please do not leave children or animals in your vehicle for any amount of time.**

SMOKING/DRUG/ALCOHOL POLICY

In accordance with AFI 34-249, the use of alcohol, illegal drugs, or tobacco products is prohibited in any youth program facility or its outdoor areas. The use of alcohol, illegal drugs or tobacco products is also prohibited at any function sponsored by or for the youth program.

PROGRAM OFFERINGS

School Age Program: The Program is divided into several interest centers. Youth are free to participate in a variety of interest centers.

The Arts

Youth explore a variety of materials through structured and unstructured projects. Children can express their creativity through different media. There are opportunities to engage in diverse roles and life skills that will prepare them for adulthood.

Library

This center is set up to welcome children to read for pleasure as well as give them a quiet place to do their homework. Youth may participate in Power Hour, a Boys & Girls Club of America program that encourages positive study habits. Staff will be available to assist with homework.

Science

Designed to give youth hands on experience in learning about the world around them.

Computer Lab

Offers a variety of programs that promote technology skills through educational and interactive software.

Preteen

Open for youth ages 9-12 years. It provides the opportunity to participate in activities designed specifically for their age group. Youth can participate in community service projects, the Torch Club, a

Boys & Girls Club of America program, advanced art projects and special fieldtrips.

Physical Development

Full court indoor gymnasium, outdoor playground and ball fields are available to play group games and participate in fitness and physical activities.

Open Recreation/Teens: Offer a daily program of activities that is diverse, engaging and appealing to youth of all ages in 5 Core Program areas: Character and Leadership, The Arts, Health and Life Skills, Sports Fitness and Recreation and Education and Career Development. A dedicated Teen space is provided on the second floor.

School Age Program/Open Recreation/Teens: Lesson Plans and clubs are offered based on the ideas from youth, parents and staff interests. Opportunities also include: Boys & Girls Club of America programs, 4-H Cooperative Extension. Projects, Specialty Camps, Instructional Classes and Recognition Programs. Please feel free to share any ideas, talents or hobbies your family may enjoy.

DRESS CODE

Youth must have appropriate foot wear while participating in the program, (SAC youth must have closed toed shoes at all times), and athletic shoes must be worn in the gym. Clothing must not have offensive logo's (e.g. alcohol, drug, gang, profanity, etc.). Youths dress and personal appearance and conduct are required to be of such character as not to disrupt or detract from the program environment.

TERMINATION/SUSPENSION OF ENROLLMENT

Provision for removal from the program is an option if unacceptable behavior continues after the parent has been notified of the behavior and has been given the opportunity to work with the child and resolve the difficulty. Length of the suspension will be determined by the Mission Support Group Commander according to the severity of the behavior. Incidents for which removal from the program might be an option could include but are not limited to consistent disregard for safety and health rules, consistent disregard for instruction from the staff. Incident of physical aggression directed toward other youth or staff members and destruction of government property.

VIDEO MONITORING/RECORDING

Parents please be advised that all youth may be subject to closed circuit video monitoring and recording as part of their participation/enrollment in CYP.

SCHOOL AGE PROGRAM PARENTAL RESPONSIBILITIES

- You are responsible for payment of all fees as agreed upon in the agreement.
- You are responsible for communicating with us about issues regarding your child: medical,

school related, behavioral, changes at home, etc.

- You are responsible for letting us know if your child will not be in the program, will be late, or is ill or injured, this will help us ensure accurate accountability of the children.
- You are responsible to pick up your child on time. The program closes at 1800.
- You are responsible for ensuring that all contact information and paperwork is current, to include immunizations.

PARENT/GUARDIAN RIGHTS

- You have the right to have your child in a program that is safe.
- You have the right to be heard, respected, and treated fairly.
- You have the right to participate and visit our program at any time.
- You have the right to help plan activities and give feedback to the program.
- You have the right to have your personal information protected and kept confidential.

YOUTH/SCHOOL AGE RULES/RESPONSIBILITIES

- Be respectful of others; children and adults.
- Use inside voices.
- Walk when inside the building; running is for the playground or gym.
- Clean up after yourself.
- Keep your hands and feet to yourself.

CHILDREN'S RIGHTS

- You have the right to be safe while in the program.
- You have the right to be heard and respected by adults and other youth.
- You have the right to have healthful snacks and meals provided to you.
- You have the right to help plan activities and programs that interest you.
- You have the right to relax and enjoy your time in the program with your friends.

COMMUNITY PARTNERS

School Liaison Officer:	702-652-2894
Coral Academy of Science	702-643-5121
Child Development Center 1	702-652-4241
Child Development Center 2	702-652-1114
Child Development Center 3	702-652-5885
Security Forces	702-652-2311
Fire Department	911

Community Resources

Nellis AFB Airman and Family Readiness Center (702)652-3327

The professionals at the Airman & Family Readiness Center are ready to assist single and married active duty military members, guard, reserve, retirees and DoD civilians and their families with a wide range of services. The Airman and Family Readiness Center serves as a one-stop information and referral center connecting members with both on and off base agencies.

Military Family Life Consultant (702)505-2566

MFLCs are here to listen and are available to help address deployment/reintegration issues, marriage and relationship issues, children and family issues, stress and anxiety, etc. Except for certain “duty to warn” situations, consultations are anonymous and no records are kept.

Child Find (702)799-7463

The [Child Find Project](#) is a service of the Clark County School District (CCSD) under the direction of the Student Support Services Division. Its objective is to identify students, ages 3 to 21, who are not enrolled in public school and who may be eligible for special education services. These students include preschoolers, students attending private or parochial schools or students receiving home schooling.

SPORTS PROGRAM

Goals for Youth Sports Program

- a. Fun and enjoyment:** Provide all youths, ages 3-13, with opportunities for participation, fun and enjoyment.
- b. Leisure Skills Development:** Provide opportunities for youth to develop lifetime leisure skills.
- c. Physical Development:** Assists youth with physical development by:
 - 1. Teaching fundamental and safe sport skills appropriate for their age.
 - 2. Providing opportunities to improve their physical conditioning.
 - 3. Teaching sound health habits.
 - 4. Providing safe playing area and proper supplies and equipment.
- d. Psychological Development:** Help youth develop psychologically by:
 - 1. Fostering the development of self-worth and personal identity.
 - 2. Providing opportunities to express and control emotions.
 - 3. Creating a learning environment.
- e. 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.
- f. Concept of Winning:**
 - 1. Participants can learn from both winning and loosing if winning is placed in a healthy perspective.
 - 2. Winning is not the primary goal. Do not define success as winning.
 - 3. Losing a game or event is not a reflection on their 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 current in CPR & First Aid, and are required to attend 2.0 hours of valuable training. A \$20 per year fee is paid for all active coaches by Youth Programs. Installation records checks will be conducted on all coaches and volunteers.

Code of Conduct for Youth Coaches

A coach is perhaps the most significant factor in the quality of a Youth Sports program. Coaches, in addition to participating in the NYSCA training program, should agree to:

- Make practice and games fun.
- Teach sports skills to all players, not just gifted ones.
- Encourage, reward, and praise all 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 a Nellis AFB Youth Sports Coach is handled as follows:

- If a verbal complaint is received from a child, parent, official, or adult, the Sports Director or Youth Director will investigate the allegation and 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 Youth Programs Chief and other proper authorities for recommendations.
- Actions may include: Verbal Counseling
Expulsion from a game
Suspension from more than one game
Removal as coach

Note: Officials and/or Sports Director are the final authority for coaches’ conduct DURING a game

Players, coaches or parents removal: A verbal warning/ejection may be issued by Game Officials/YC Staff should “problems” occur. At Sports Directors discretion, the incident may result in a request for the offender(s) to depart the Youth Center area and/or be suspended from league activities for a specified duration; If the accused is asked to depart the area and/or is suspended from league activities, the accused will not be able to return until there is a scheduled meeting with the Sports Director and/or Youth Programs Director. Game play may be suspended until their departure or forfeited at the discretion of the Game Official/YC Staff. **Any player** whose actions require suspension (after verbal warning and/or ejection) will be held to the above outlined procedures. Their parent/guardian will be notified immediately and parent/guardian must attend meeting with player before returning to sports activity.

SPORTSMANSHIP

Sportsmanship refers to how individuals are generally expected to behave in sport situations. In general, sportsmanship refers to virtues such as fairness, self-control, courage and persistence and has been associated with interpersonal concepts of treating others and being treated fairly, maintaining self-control in dealing with others, and respect for both authority and opponents. For removal procedures and suspension: see disciplinary procedures on page 6.

Promoting Good Sportsmanship

Respect your opponent, Role model, Shake hands with opposing coach, Compliment opposing team, Show respect toward officials, continuously discuss importance of good sportsmanship, Ignore conduct from opposing team – don't become part of the problem

Minimum Play Rule

Each child must be given equal opportunity to play in every game. At a minimum, each child will participate in ½ the total game. No child, unless injured or tired, will sit out more than one quarter or inning. Free substitution rules are in effect to allow willing participants to enter the game.

Emergency Plan Procedures

Medical Emergencies

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
2. Have an adult stay with the injured person at all times.
3. If additional assistance is needed and no cell phone available, find the closest phone and CALL 911 or another pre-determined emergency number. Provide the 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 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 the parent or guardian and advise them of the circumstances.
7. Report the accident to Youth Programs (652-9307/6019) as soon as possible. Submit written accident report within 24-hours.
 - a. Youth Flight Accident Report (AF FORM 1187) Available at 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 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 Sports Director know before it's too late. Regularly check the supplies in the first aid kit.
- In some sports, Ice packs will be provided daily by the Youth Sports team

INCLEMENT WEATHER PROCEDURES

When thunderstorms w/lighting or other severe weather patterns are reported within 5 miles:

- If during the duty day, Base Weather under Adverse Weather warning will call Command Post and they will notify Youth Programs. A Youth Programs staff member will make the decision to cancel game.
- If at game time or after game starts the Official and Coaches should make determination whether to cancel game for inclement weather.
- If thunderstorm w/lighting is visible, players will exit playing field and seek shelter in cars or dugouts until storm passes.

Youth Sports Safety Plan

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

First Aid

Each team will have a First Aid Kit supplied to them or a First Aid Kit will be at the practice/game site for each team. Coaches are responsible for administering Basic First Aid procedures using the “Check Call Care” method that will be described in the coaches meeting and coaches certification classes.

EXCUSED ABSENCES

No child may be penalized for missing a scheduled practice/game. Try to motivate players to come by making practices fun & playing games the children will enjoy while learning the fundamentals of the sport. Also, explain to them that this is a team sport & the team will play better & have more fun if everyone comes to practice.

Awards and End of Season Parties

The Youth Center will provide participation certificates for the players and coaches. End of season parties are strictly up to each individual team.

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. Because you will generally have only one hour to practice, Nellis AFB Youth Programs suggest the following tips to help you to utilize your time more efficiently:

- Encourage your players to arrive a few minutes early. This helps everyone get there for the start and could allow 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 as fun as possible.

STAGES IN ORGANIZING A SUCCESSFUL PRACTICE

Typical 1 hour 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 and allow sufficient time for practice

Practice under game conditions

Cool down

Wrap-up (coach and team comments)

Allow sufficient time for water break

Parent Orientation Program

An important facet of coaching is getting parents behind you. 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 before or at the conclusion of the first practice session. The choice of location should have a relaxed environment where it would be conducive for group discussions, e.g., (bleacher area, gymnasium, classroom in the Youth Center). Try to keep the length of the meeting to no more than 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
- Parental responsibility to:
 - 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, (pictures, practice and game)
- 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, end of season party, etc.
- Requirement, if any, for midseason meeting
- How parents will be notified in case of rain, rescheduling of games/practice, 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.

Volunteer Coaching Job Description

TITLE:

Volunteer coach for Nellis AFB Youth Sports Program

DESCRIPTION:

- Coach male or female athletes between the ages of 3-13
- You will be considered a role model for 5-15 young athletes assigned to your team; therefore sportsmanship, fair play, adherence to all rules and bylaws and 100% commitment are mandatory

RESPONSIBILITIES:

- Plan, organize and implement games, practices, and events
- Supervise assistant coaches, managers, or team parents
- Teach the young athletes the fundamentals of the sport
- Encourage the involvement of the parents
- 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 the players ahead of your desire to win

QUALIFICATIONS:

- Successfully complete the application procedure and a positive 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

As a volunteer coach, you are treated by local, state, and federal law as being an unpaid employee of the agency with which you are associated; therefore, you must conduct yourself in the same manner as you would at your own job. In the same respect, you will receive the same treatment, aside from compensation and benefits, as the employees of NAFB Youth Sports Program (to include adequate training)

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 description**.

Name (Printed)

Signature

Date