



ROTA YS

YOUTH PROGRAM

HANDBOOK



ROTA YOUTH SPORTS AND FITNESS PROGRAM HANDBOOK



I. PURPOSE OF THIS HANDBOOK

- Standardize the administration of Rota Youth Sports and Fitness (YSF) Program is administered.
- Explain how leagues are organized and conducted.
- Define expectations of coaches, parents, players and officials.
- Ensure a positive experience for all involved.
- NOTE: Please refer to our CYP Parent Handbook for more comprehensive information on NAVSTA Rota's CYP.

MISSION STATEMENT OF THE ROTA YSF PROGRAM

The Navy YSF Program will be regarded as the primary provider of nationally recognized, high-quality Youth Sports and Fitness services for military families, and the Navy YSF Program will be acknowledged as a leading sports and fitness organization in terms of administration, development, participation, performance, and profile.

Navy YSF Programs will encourage youth participation in sports and fitness activities by providing opportunities for fun and age-appropriate programming (ages 3 to 18 years). This programming will appropriately support the developmental level of children and help all children and youth to feel successful and find physical activities that they can enjoy throughout their lifetimes. The YSF Program will create a relaxed and enjoyable climate of mutual respect, understanding, equity, and diversity of programs and services, which will assist military personnel in balancing the competing demands of family life and contributing to mission accomplishment.

The Navy YSF Program will strive to instill the ideals of good sportsmanship, honesty, loyalty, and a sense of teamwork so that children, youth, and teens will become strong, healthy, well-adjusted, and contributing members of society. The YSF Program will work in partnership with parents, volunteers, and community organizations to provide a full range of fitness and sports activities.

GOALS OF THE ROTA YSF PROGRAM

- To offer every participant the opportunity to learn the fundamental skills associated with each sport.
- Developing positive personal, social, and psychological skills (e.g., self-worth, teamwork, self-esteem, and goal-setting); Acquiring physical skills and enhancing fitness levels;
- Reducing possible future health problems due to inactivity and mitigating childhood obesity;
- Learning positive lifestyle behaviors and increasing the likelihood of continued participation in physical activities and healthy lifestyles during adult years;
- Understanding rules and strategies related to specific sports and activities;
- Forming a respect for fair competition and for winning and losing; and
- Interacting with positive adult role models as well as other children and youth, parents, volunteer leaders, and program staff.

PROGRAM GUIDELINES BY AGE

6 & 7 YEAR OLDS:

- There are no regular competitive teams.
- Scores or standings are not kept.
- Rules, equipment, and the field are modified to match the abilities of the players
- There are no scheduled leagues, tournaments, or all-star competitions.
- Play is co-recreational.
- Coaches are permitted on the playing surfaces.

8 - 10 YEAR OLDS:

- Informal teams are used.
- Scores or standings are not kept
- Rules, equipment, and the field are modified to match the abilities of the players
- There are no scheduled leagues, tournaments, or all-star competitions.
- Co-recreational play is encouraged.
- Coaches are permitted on the playing surfaces.

11 & 12 YEAR OLDS:

- Scores are kept but standings are de-emphasized.
- Rules, equipment, and the field are modified, where necessary, to match the abilities of the players.

**13 - 18 YEAR OLDS:**

- Limited ability groupings are used following proper grouping procedures.
- A variety of positions and situational plays are encouraged.

NATIONAL STANDARDS FOR YOUTH SPORTS**1. Proper Sports Environment**

Parents must consider and carefully choose the proper sports environment for their child, including the appropriate age and development for participation, the type of sport, the rules of the sport, the age range of the participants in that league, and the proper level of physical and emotional stress.

2. Programs Based on the Well-Being of Children

Parents must select youth sports programs that are developed to enhance the emotional, physical, social and educational well-being of children.

3. Drug, Tobacco & Alcohol-Free Environment

Parents must encourage a drug, tobacco and alcohol-free environment for their children.

4. Part of a Child's Life

Parents must recognize that youth sports are only a part of a child's life.

5. Training

Parents must insist that coaches are trained and certified.

6. Parent's Active Role

Parents must make a serious effort to take an active role in the youth sports experience of their child providing positive support as spectator, coach, league administrator and/or caring parent.

7. Positive Role Models

Parents must be positive role models, exhibiting sportsmanlike behavior at games, practices, and home, while also giving positive reinforcement to their child and support to their child's coaches.

8. Parental Commitment

Parents must demonstrate their commitment to their child's youth sports experience by annually signing the Parent's Code of Ethics Pledge and by completing the PAYS training which is paid by Rota Youth Sports.

9. Safe Playing Situations

Parents must insist on safe playing facilities, healthful playing situations, and proper first aid applications should the need arise.

10. Equal Play Opportunity

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

11. Drug, Tobacco & Alcohol-Free Adults

Parents must be drug, tobacco and alcohol-free at youth league sporting events.

II. REGISTRATION PROCEDURES

OVERVIEW OF PROGRAMS (details on age division breakdowns will be determined season by season)

- **Summer Camps and clinics-** Registration in late May; the types of camps will vary each summer depending on the availability of instructors and coaches. Fees vary based on the camp/clinic being offered. Examples of our summer camps that may be offered are basketball, tennis, baseball and volleyball.
- **Fall Sports Leagues-** Registration begins at the end of August and ends one week prior to the publicized start of the season; the season runs six weeks long, Mid-September through October; ages 6 to 18 yrs.; Sports offered include: soccer and flag football.
- **Winter Sports leagues-** Registration begins in October and ends one week prior to the start of the publicized start of the season; the season runs six weeks long, Mid-February through April; ages 6 to 18 yrs.; Sports offered include: basketball and cheerleading.
- **Spring Sports Leagues-** Registration begins Mid-February and ends one week prior to the start of the publicized start of the season; the season runs six weeks long, Mid-April through June; ages 6 to 18 yrs.; Sports offered include: baseball and softball.

REGISTRATION PROCESS

- Registration for all leagues and clinics will commence no less than 3 weeks in advance of the start of the sports season, clinic or camp.



- ***Registration fee-** A fee of \$50 per child is charged for each YSF league. All clinics and camp fees will be provided in future marketing of the programs.
- ***Registration Form-** A new CYP registration form must be completed annually and be valid through the last day of the sports season for which you are registering. Registration forms can be downloaded off of our CYP website at <http://www.navywmvrrota.com> or picked up at any of our CYP locations.
- ***PAYS Certificate-** At least one parent must complete annually the online PAYS training and provide a copy of the certificate before the child/teen can participate which can be found at <http://www.nays.org/parents>.
- **Coaches Discount-** All coaches that have successfully completed the sport season, can choose between free Youth Sports registration for all of their children for the next sports season, or receive a \$30 discount towards their CYP Child Care fees.
- **Locations to Register:-** School Age Care Program, Bldg. 41; the CDC Program, Bldg. 1963; and on CYP Online for CYP registered youth at <https://myffr.navyaims.com/europecyms.html>
- **Forms of Payment-** Credit and Debit card payments are the only forms of payment authorized at any CYP location.
- **Late Registration/Wait list-** Wait lists may occur due to a lack of cleared coaches creating fewer teams or as a result of simply registering after the deadline. If/and when a spot becomes available, a player will be contacted (in the order they have signed up) to come in and register at which time the parent has 24 hours to make their payment and complete the registration process. Once the 24 hour period has expired, the next individual on the waiting list will be contacted and offered the slot.
- **Age Divisions -** Our basic divisions are 6-7 yrs., 8-10 yrs., 11-12 yrs. and 13 to 18 yrs. and still enrolled in High School. However, age divisions will be determined on a season-by-season basis, and will be modified due to the number of participants and ages registering in addition to the size of a child when it is determine to benefit the child's youth sports experience.
- **Refunds-** Prior to the start of the season, full refunds will only be granted for PCS and medical reasons i.e. PCS orders, medical, travel issues etc. Documentation must be provided. Refunds will be issued during the first week of practices with a \$15 service charge being assessed. No refunds will be granted after the first week of practices.
- ***Medical Information-** Parents of children who require accommodations due to a medical condition or disability are required to provide this information during the registration process.

**Required at the time of registration.*

ELIGIBILITY

The status of the sponsor determines enrollment eligibility. Eligible patrons include active duty Military personnel, DoD civilian personnel, reservists on active duty or inactive duty for training, DoD contractors and active duty Coast Guard. In the case of legally separated or divorced parents meeting the above criteria, the child is eligible only when they reside with the military sponsor.

REGISTRATION PRIORITY LISTING

When a program has a waiting list, the following priorities are used:

- Priority 1:** Single/Dual Active Duty Military, Wounded Warriors, Fallen Warriors and Amputees. Note: Active duty includes all services, reservists on active duty, and reservists in training.
- Priority 2:** All other active duty with a spouse who is working or a full-time student
- Priority 3:** DoD civilian personnel, single or with a working spouse
- Priority 4:** Full time DoD contractors, single or with a working spouse

III. PARTICIPATION

- Rota YSF programs are designed to be fair and inclusive to all, no matter the skill or ability of your child. Each program has a minimum play requirement for each participant by which we expect our coaches to enforce. Please see the sport-specific playing rules for more details.
- Children with special needs and/or disabilities will be evaluated on a case by case basis. Rota Youth Sports and Fitness will make every reasonable effort to have children with special needs and/or disabilities participate in all of its programs. Accommodations include but are not limited to, moving a child to a lower age group (s), adjusting rules of the game, adjusting the playing facility, and/or adjusting game play equipment.



IV. PLAYER SELECTION

HOW PLAYERS ARE ASSIGNED TO TEAMS/COACHES

One of the benefits of Youth Sports participation is meeting new people and making new friends. With the high number of registrants it is impossible for every child to be on the same team as his/her friends or to play for his/her coach of choice. The even distribution of skill level is an important factor in creating a positive experience for participants so this is why attendance at the Mandatory Assessment day is so important for all participants.

MANDATORY ASSESSMENT

Mandatory assessments are required for all YSF league participants. The purpose of this day is to evaluate each child's running, catching or shooting depending on the season. The event should last 1 to 2 hours depending on participation level. Attendance to this event is mandatory, registered children will lose their position on the roster to children on the waiting list if they fail to attend the Mandatory Assessment. Should an emergency arise that precludes your child from attending, parents must notify the YSF Office no less than 24 hours in advance of the assessment day.

PARENT INFORMATION MEETING

The Mandatory Assessment is the commencement of the season where coaches, players, and parents, meet. The event gives parents and players a chance to meet the different coaches and YSF Staff. The YSF Coordinator will give the mandatory season briefing to parents, detailing practice logistics and game information as well as answer questions.

DRAFT PROCEDURES

During assessments each child is assigned a skill level rate between 1 and 5 with 5 being the highest level of skill. Children are then assigned to teams based on the skill level using a snake draft format. Coaches will automatically be assigned their child to their team.

MOVEMENT OF PLAYERS TO A DIFFERENT AGE GROUP

Since the majority of Navy YSF Programs are recreational in nature, proof of age is not required. Allowing children to "play up" a level or "play down" a level if the child is over- or under-sized, regardless of age, should be done while taking into consideration the skill level of the child. This should be determined on a case-by-case basis and should be reviewed by the coach, parent(s), and YSF Coordinator.

NOTIFICATION OF COACH/TEAM

Coaches are instructed to contact all the players on his/her roster within 48 hours after coaches' meeting/draft. If you have not heard from a coach please contact the YSF Office.

V. PRACTICES

HOW SOON DO THEY START

Practices may start as soon as 3-5 days after the Mandatory Assessment with schedules being disseminated via the Coach. Practice days and times will be determined by each coach and can change at any time so please check your email every day for communication from your coach.

WHAT DAY AND TIME

Practices can be held Monday, Wednesday and Friday beginning as early as 4p. and ending as late as 9pm. Practices generally last one hour; older leagues can practice for up to 1.5 hours.

HOW OFTEN

Every attempt is made to provide two practices per week, however, court or field availability may limit each team to only one practice per week. Prior to games beginning, teams usually receive one week of practices. Coaches can excuse participants from practices as the need arises.

LOCATION

Youth Sports uses the Youth Sports fields adjacent to the Commissary for all Spring Sports and the Liberty fields for all Fall sports. However, field assignments can change due to league size and/or issues with fields. Basketball is held at DGF Middle High School Gymnasium.

RAIN OUTS/CANCELLATIONS

- Practice cancellations usually result from inclement weather. Practice cancellations will always be made prior to 3 pm for that day. If inclement weather arises after 3 pm, practice cancellations will be made on the spot.



- The process for issuing cancellations begins with the Youth Sports Office notifying the Head Coach or Assistant Coach of each team. Once a notice has been issued, it is the responsibility of the Coaching Team to inform their entire team. The YSF/MWR Staff will always post all cancellations and rescheduling information on Rota MWR Facebook page
- Parents are welcome to contact the Youth Sports Office for more information at any time.
- Coaches may cancel a practice at any time due to personal and work constraints, please check your email every day for any updates to the current schedule.
- Staff-CYP's YSF Staff are present at every practice and are available for assistance as needed.

VI. GAMES

HOW SOON DO THEY START

Games usually begin the week after practices begin.

DAYS OF PLAY

Games are held on Tuesdays and Thursdays with times dependent upon Coaches' schedules and field availability.

RAIN OUTS/CANCELLATIONS/NOTIFICATIONS

- Game cancellations are usually made as a result of inclement weather. Game cancellations will always be made prior to 3 pm for that day and posted on MWR's Facebook page. If inclement weather arises after 3 pm, game cancellations will be made on the spot.
- If games are cancelled, every attempt will be made to reschedule. This is not guaranteed, as field/court space/time or game officials may not be available. As a general rule, games will be rescheduled throughout the week during the regular season.
- The process for issuing cancellations begins with the Youth Sports Office reaching the Head Coaches or Assistant Coach. Once a notice has been issued, it is the responsibility of the Coaching Team to inform their entire team. The YSF/MWR Staff will always post all cancellations and rescheduling information on Rota MWR Facebook page.
- Parents are welcome to contact the Youth Sports Office if they have not been notified for information.
- Coaches may cancel a game at any time due to personal and work constraints, please check your email every day for any updates to the current schedule.

STAFF

CYP's YSF Staff are present at every game and are available for assistance as needed.

VII. UNIFORM AND EQUIPMENT REQUIREMENTS

- **All players must wear issued uniforms** for all games or they will not be allowed to participate in that game. The specific uniform pieces issued vary annually and from sport to sport but will only consist of a shirt and/or shorts.
- **Youth Sports Protection Equipment Requirements:**
 - Mouth Guards:**
 - SOCCER- Highly recommended for all ages.
 - FOOTBALL- Ages 6-7 Required; Ages 8-10 Required; 11-14 Required
 - BASKETBALL- Highly recommended for all ages.
 - BASEBALL- Athletic Cup Protection is highly recommended for all Boys and sliding shorts for all players. Baseball Helmets are provided by YSF if personal helmets are used they must be meet NOCSAE protection standards.

VIII. END OF SEASON

AWARDS

YSF provides individual participation medals to every child who participates in YSF League sports.

END OF SEASON PARTY

Each sport concludes with an end of season party. Depending on the season pizza or hotdogs will be provided for the Coach and team players only, with the cost covered by Youth Sports. Parents and siblings are welcome, but the cost is not covered. The party can be held at the playing fields or at Pizza Villa, Hot Dog parties will be held at the playing fields.



POST SEASON SURVEY

A post season electronic survey is available on the webpage at the conclusion of each major sport season. The survey gives parents, coaches, and players an opportunity to provide feedback.

IX. START SMART MOTOR SKILL DEVELOPMENT PROGRAM

The Start Smart Sports Development Program is a developmentally appropriate introductory sports program for children 3-5 years old. The program is not specific to any one sport but will provide fundamental sports skills as running, throwing and catching. We will try to match the skills to the sports season at hand but not until basic skills have been met. The program prepares children for organized sports in a fun non-threatening environment.

- **Registration information** is the same as the league sports registration periods.
- **Cost:** Free
- **Parent Participation/Coaches:** Parent participation is mandatory at all Start Smart activities. A YSF staff member will be present to lead the parents and participants in the scheduled activities.

X. SELECT TEAMS**OVERALL**

We offer select teams for Soccer and Basketball. Once or twice a year we also will put together an "All Star" team for baseball to play a game or two against a local team. Each select team has approximately twenty players made up of our 11-14+ year old league.

TRY-OUTS

Everyone in the league is invited to a try out at publicized times following the regular season. Selections are made from that try outs by the Select Team Coaching staff and the YSF Coordinator.

PRACTICE AND GAMES

Vary depending on the season. Games are usually Fridays and Saturdays however they are dependent upon the availability of our opponent.

XI. COACHING INFORMATION

Recruitment- Rota YSF relies heavily on volunteers to facilitate its programs. While we strive to maintain a database of active volunteer coaches, we must constantly recruit new coaches due to our transient community. Please consider volunteering as a coach for any one of our sports seasons.

COACHES BACKGROUND CHECKS

Volunteer coaches at a minimum must successfully complete the following prior to volunteering as a coach:

- Local background checks with the Family Advocacy Program, Substance Abuse and Rehabilitation Program and the Security Department.
- Sign a statement of admission that they have never been arrested for or convicted of a crime involving a child, read and sign a coaching job description.
- Complete the volunteer application.

These forms are available at the Youth Sports Center office in Bldg. 41. The background check process takes at least 3 weeks after a complete packet has been submitted so starting early is critical to the successful on-time start of our sports seasons.

COACHES TRAINING

All volunteer coaches must complete required training, which includes the Following:

- National Youth Sports Coaches Association (NYSCA) certification. This certification is a two-part certification with the first part being an introduction to coaching youth sports and equips each coach with basic coaching techniques, while underscoring the youth sports philosophy. The second part is sport specific and gives the coach hands on tips and drills for the sport he/she is coaching.
- Adult & Child CPR and Standard First Aid
- Child Abuse Awareness and Prevention.



VOLUNTEER COACH ASSIGNMENTS

Volunteer coaches are prioritized by a desire to coach their own child(ren), completion of all the necessary paperwork and training and finally, their years’ of experience. Requests by coaches to work with a specific age group may be honored; however, the primary focus is to ensure each team has a coach. Each team is limited to two coaches – a head coach and an assistant coach. Additional coaches may be assigned once the draft process is complete.

Requests for a specific coach, team, or practice time **cannot** be honored. The following exceptions apply: Parents wishing to coach their own children, siblings in the same age division, families with three or more children registered in a sport at one time, and commuters living in the same neighborhood with a commuting time of 30 minutes or greater. Requests to move a child from one team to another at any point in the process cannot be honored except in the above mentioned cases.

EQUIPMENT ISSUE AND RETURN

Coaches are provided all the equipment he/she will need to conduct practices/games. In some cases, this equipment is kept on site, while in other cases individual equipment bags are prepared for each coach.

FACILITY USAGE RULES

The fields and gymnasium are owned and operated by Rota MWR or DGF (gyms). All activities are limited to Rota Youth Sports and Fitness Youth Programs. The facilities may be available for individuals, groups, or organizations; however, requests must meet the procedures specified under “Facility Reservations/Usage.” While visiting any of the Youth Programs facilities, please observe the following expectations:

- All pets are prohibited from Youth Sports Complex and Liberty Fields.
- This is an alcohol, drug, and tobacco free zone.
- Trash must be picked up and placed in the proper receptacles or taken with you.
- Please report safety hazards, i.e., broken or missing equipment, harmful insects, etc., to the YSF Staff member on the field.
- Please report accidents or injuries resulting in a hospital visit to the YSF Staff member on the field.

VEHICLES INSIDE THE GATES OR FENCE LINES OF LIBERTY FIELD

RULEBOOKS USED

The following rulebook is used with each sport offered:

SPORT	RULEBOOK
Basketball	National Federation High Rules for Basketball
Spring/Fall Soccer	Federation Internationale de Football Assoc.
Tee Ball/Machine Pitch/Youth Pitch Pony Baseball	Rules & Regulations
Baseball	National Federation High Rules for Baseball
Softball	Amateur Softball Association
Flag Football	NFL Flag Football Rules

YSF will use these rule books to create local by-laws that create a fun and safe playing environment. Rules will be simplified to accommodate teen officials so they can expedite the speed of play. Any question of rules or game instruction can be brought to the attention of the Youth Sports Coordinator.

COACHES' CODE OF ETHICS

1. **I hereby pledge** to live up to my certification as a NYSCA coach by following the NYSCA Coaches' Code of Ethics.
2. **I will place** the emotional and physical well-being of my players ahead of a personal desire to win.
3. **I will treat** each player as an individual, remembering the large range of emotional and physical development for the same age group.
4. **I will do** my best to provide a safe playing situation for my players.
5. **I will promise** to review and practice the basic first aid principles needed to treat injuries of my players.
6. **I will do** my best to organize practices that are fun and challenging for all my players.
7. **I will lead** by example in demonstrating fair play and sportsmanship to all my players.
8. **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.
9. **I will be knowledgeable** in the rules of each sport that I coach, and I will teach these rules to my players.
10. **I will use** those coaching techniques appropriate for each of the skills that I teach.
11. **I will remember** that I am a youth sports coach, and that the game is for children and not adults.

PARENT'S CODE OF ETHICS

1. **I hereby pledge** to provide positive support, care, and encouragement for my child participating in youth sports by following this Parent's Code of Ethics Pledge.
2. **I will encourage** good sportsmanship by demonstrating positive support for all players, coaches and officials at every game, practice, or other youth sports event.
3. **I will place** the emotional and physical well-being of my child ahead of a personal desire to win.
4. **I will insist** that my child play in a safe and healthy environment.
5. **I will support** the coaches and officials working with my child, in order to encourage a positive and enjoyable experience for all.
6. **I will demand** a sports environment for my child that is free of drugs, tobacco and alcohol, and will refrain from their use at all youth sports events.
7. **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.
8. **I will ask** my child to treat other players, coaches, fans and officials with respect, regardless of race, sex, creed or ability.
9. **I promise to help** my child enjoy the youth sports experience by doing whatever **I can**, such as being a respectable fan, assisting with coaching, or providing transportation.
10. **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.



PLAYERS CODE OF ETHICS

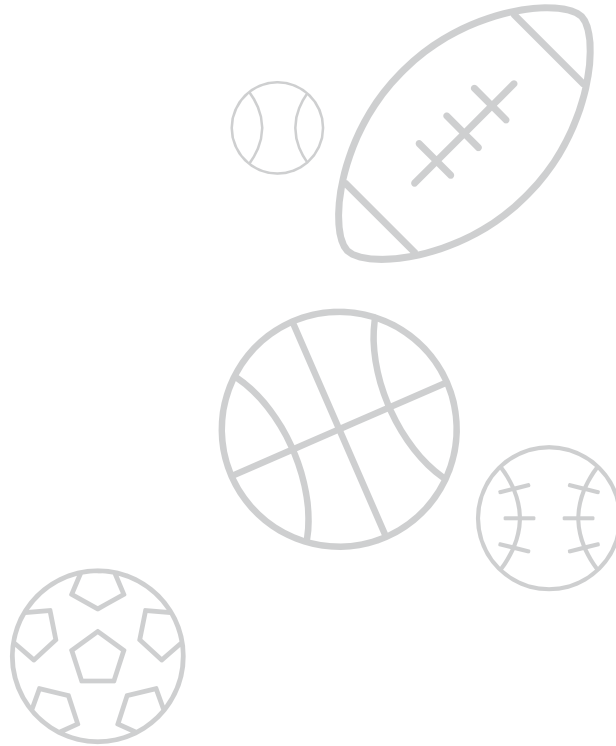
1. **I hereby pledge** to be positive about my youth sports experience and accept responsibility for my participation by following this Players' Code of Ethics Pledge.
2. **I will encourage** good sportsmanship from fellow players, coaches, and parents at every game and practice by demonstrating good sportsmanship.
3. **I will attend** every practice and game that I can, and will notify my coach if I cannot.
4. **I will expect** to receive a fair and equal amount of playing time.
5. **I will do** my very best to listen and learn from my coaches.
6. **I will treat** my coaches, other players, officials and fans with respect regardless of race, gender, or religion.
7. **I deserve to have** fun during my sports experience and will alert parents or coaches if it stops being fun!
8. **I deserve to play** in an environment that is free of drugs, tobacco, and alcohol and expect adults to refrain from their use at all youth sports events.
9. **I will encourage** my parents to be involved with my team in some capacity because it's important to me.
10. **I will do** my very best in school.
11. **I will remember** that sports is an opportunity to learn and have fun.

OFFICIALS

All are paid contractors with the YSF program and must complete the same background checks as outlined for the coaches.

The referee will, at all times, put great emphasis on the welfare and safety of the players and will call the game in a manner promoting good sportsmanship. The league is a recreation league and the main goals are for the players to have fun, learn the rules of the game, and develop a long lasting love of the game. The referee, at his/her discretion, may stop play to ensure safety, health, and welfare of players.





QUESTIONS OR CONCERNS

All concerns about the Youth Sports program are taken seriously and should be discussed as soon as they occur. The youth program has a desire to offer the best quality program it can; therefore, concerns that you may have, especially those that will improve our program, are welcomed.

To address your concerns, start with your coach. If unresolved, contact the YSF Coordinator to continue the resolution process. A solution will be timely and fair to everyone.

CONTACT INFORMATION

JEFF “Coach” SHELTON, YSF COORDINATOR

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