

# Naval Station Rota Youth Sports Handbook



Revised Spring 2013

MWR

Youth Sports # 4721  
E-Mail [youthsports@rotamwr.com](mailto:youthsports@rotamwr.com)

***Welcome to the MWR Youth Sports Program!***

Participation in athletics plays a valuable role in the development of children. Aspects of teamwork, dedication, discipline, physical fitness, self-esteem, and fair play all contribute to the overall growth and maturation of young people. MWR takes this responsibility seriously and strives to offer quality programs that will aid in this development.

This handbook is presented to serve as a reference for you so you may understand the philosophies of this department regarding youth athletics and do your part in making this program a success. If everyone works together and does their best to enrich the lives of children aboard NAVSTA Rota, Spain, we can accomplish remarkable things.

We look forward to your involvement with the MWR Youth Sports Program.

Sincerely,

MWR Youth Services

Coach Jeff Shelton Youth Sports Coordinator, x4721  
[YouthSports@rotamwr.com](mailto:YouthSports@rotamwr.com)

**PLEASE NOTE: EFFECTIVE JANUARY 1, 2006 PARTICIPATING IN THE PRE-SEASON SKILLS ASSESSMENT IS MANDATORY TO PLAY IN ANY YOUTH SPORTS LEAGUE.**

**Skills Assessment** – The Skills Assessment’s purpose to rate each individual’s athletic skills in order to create evenly distributed teams. Each player will demonstrate basic sport specific skills such as running, passing, or catching. Attending the Skills Assessment is required to participate in any league. If a player is a “no show” without prior notice to the Youth Sports Coordinator they will not be allowed to play in the league.

If there are extenuating circumstances as to why your child cannot attend, it is required that you notify the Youth Sports Coordinator at least 48 hours in advance in writing. Exceptions will be made on a case-by-case basis for situations such as bereavement, emergency leave, or newly PCS’ing arrivals.

The Skills Assessment is only required for specific age groups that may vary with each sport. Please see the current informational sports flyer for the age requirement.

## **General Policies**

**Payments and Refunds** – Payments are due for all programs at time of registration. If a program is cancelled, all participants are entitled to a full refund. Refunds for those who choose to drop a program will be determined on a case-by-case basis.

**Minimum Age Requirement/Divisions** – Minimum age requirement cut-off dates are strictly enforced; no exceptions will be made regardless of circumstance. Leagues are divided according to age group, moving a child is solely at the discretion of the Youth Sports Coordinator.

**Medical Issues** – For any injury or accident that requires something other than a cleaning and covering with a bandage, coaches and parents are required to seek professional medical assistance through a 911 call. Coaches must inform Youth Sports Coordinator in writing within 24 hours of serious injury/accident. Any significant accidents or injuries beyond a minor scrape should be reported to the Youth Sports Coordinator at x4721. Please notify the league if your child has a pre-existing medical condition (i.e. allergies, medications, physical or psychological impairments, etc.) on the registration form. The league will then inform the coach of the situation. This is essential in case of an accident to determine the severity of an incident and assist the medical personnel who respond to the scene.

**Weather** – The safety of the participants, officials, and spectators is the primary concern in cases of inclement weather. Once a game has started, the game officials will have the responsibility to remove the players from the field if the conditions become extreme. If ordered to do so, please find a safe place until instructed to return to the playing field or told that the game has been canceled.

**Game Cancellations and Rescheduling** – If a game is canceled due to weather or other unforeseeable circumstances, all efforts will be made to reschedule that game. However, due to time restraints and/or facility usage conflicts, it will be the decision of MWR if and when the games are made up. Coaches are not permitted to reschedule games; they must find a replacement coach or forfeit.

**Littering** – Coaches, Players and spectators are required to clean up after themselves. Teams are not permitted to leave until all debris in their area has been removed and the facility is left just as they found it.

**Facility Guidelines**– Alcohol, tobacco, glass containers, animals, and swearing are prohibited in and around the all Youth Sports fields/facilities. Spectators must park their vehicles outside the Youth Sports Complex gates.

**Team Assignments** – Players will be assigned to a team within one week after the skills assessment. Trading of players is not permitted; only the Youth Sports Coordinator may make changes to the team roster. Requests for specific coaches or team members will not be honored. Siblings are guaranteed to be on the same team if their ages permit them to play in the same division. Only Head Coaches are guaranteed their own child, Assistant Coaches must volunteer with the team to which their child is assigned. Coaches are not permitted to recruit players at any time.

**Attendance** – Players are expected to attend team practices and games regularly as their teammates are counting on their participation. If your child cannot attend a practice or game, please notify your child's coach as soon as possible. Teams are created to be as equal as possible in regards to skill and number of children. When a player misses a game, it puts the team at an immediate disadvantage and if enough players are not present the team may be required to forfeit. Please make all efforts possible to maintain good attendance. If transportation is an issue, discuss it with your child's coach and consider organizing a team carpool.

**Uniforms** – A portion of the registration fee for a particular program is used to supply the team with uniforms. These uniforms become the property of the participant once he or she has completed the season. If a refund is granted for dropping a program, he or she may be required to return the uniform or have a portion of the refund retained for the cost of the uniform. Uniforms must be worn in the condition that they are given out. Unauthorized alterations to the uniform (i.e. cutting the sleeves off, making a "half shirt) will require the parent to pay for a replacement uniform. Players are not permitted to have their names printed on the back of their jerseys.

**Medals** – MWR has a philosophy that the regular season should be used for learning and participating and that winning has far less importance. Players that participate in the regular season will receive a certificate or a small token to acknowledge their involvement in the program.

## Participants Section

### Players Code of Ethics

**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:**

- 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 of 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's important to me.
- I will do my very best in school.
- I will remember that sports are an opportunity to learn and have fun.

## **Corrective Action Policy**

Players who fail to adhere to the Code of Conduct or do not live up to their responsibilities or expectations will be subject to disciplinary action. Accordingly, MWR has instituted a Corrective Action Policy to establish appropriate consequences for inappropriate behavior.

The Corrective Action Policy is a guide to assist coaches and MWR to run a quality program. The Corrective Action Policy is a 3-step system designed to forgive a mistake but to firmly address chronic misbehavior.

For violations of the Code of Conduct or Expectations, the following steps will be followed:

- Step 1 – Verbal Warning – Coach will discuss undesirable conduct with player and parents and stress that this behavior will not be tolerated.
  
- Step 2 – Period Suspension - Coach will bench the offending player for 1 period of time during a game when he/she should be playing. Coach will inform Youth Sports Director of the problem and why the child is sitting out 1 game period. Coach should discuss undesirable conduct with the parents.
  
- Step 3 – Game Suspension - Coach will bench the offending player for 1 entire game when he/she should be playing. Coach will inform the Youth Sports Director of the 3<sup>rd</sup> offense, at which time the player and the parent(s) must attend a meeting with the Coach and Youth Sports Director before the player is allowed to resume playing. The player will be warned that the next offense may result in further disciplinary action.

These guidelines are not absolute in dealing with behavioral problems. Severe situations could merit harsher sanctions against the participant.

# Parents Section

## Responsibilities and Expectations

In order for a program to be truly successful, it takes the cooperation of everyone involved: players, coaches, officials, league administrators, and especially parents. Parents have the following responsibilities and expectations when participating in MWR Athletic Programs:

**Parents have a responsibility to their children:** To make sure that your child gets the most out of his or her playing experience, parents should show their unwavering support, including positive reinforcement of your child's performance and effort. This is absolutely essential, especially at an early age, to ensure their healthy development. Parents should also be positive role models, including, but not limited to, showing proper sportsmanship at all times and refraining from negativity of any kind.

**Parents have a responsibility to the coaches:** Coaches volunteer their personal time to spend it with your child. Please take the time to meet your child's coach and attend any parent's informational meetings held in the beginning of the season. Coaches need you to be supportive of their decisions and not undermine their efforts. If you don't agree with a coach you are expected to tell him or her, but make certain it is done at the right time and place and not in front of the children. Parents are also expected to drop off and pick up their children on time for games and practice, and it is highly encouraged for parents to stay and participate in order to maintain control of the group and to assist the coach as needed.

**Parents have a responsibility to the league:** League administrators cannot be at all games and practices of all teams. Therefore, in order to maintain the protective shell around these programs, it is essential for parents to report abusive behavior or any other situation that needs to be addressed to the league administrator. This is the only way that these programs can achieve their intended goals.

**Parents have a responsibility to other parents:** Personal gain and satisfaction should not be derived from your child's performance. Competition and taunting between parents is never acceptable, and no parent should ever feel embarrassed or disappointed by their team or child's performance. Good plays should always be cheered, and disappointments should always be consoled, no matter whose team it affects.

**Parents have a responsibility to themselves:** It is your responsibility to enjoy watching your child and other children participate and learn. The joy and pride associated with watching children participate in sports should be experienced to the fullest, because a lifetime of memories is being created before your very eyes.





## Parents Code of Ethics

**I hereby pledge to provide positive support, care, and encouragement for my child participating in youth sports by following this 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 support coaches, officials, and league administration 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 of drugs, tobacco, and alcohol and will refrain from their use at all youth sports events.
- I will remember that the game is for youth – not adults.
- I will do my very best to make youth sports fun for my child.
- I will ask my child to treat other players, coaches, fans, and officials with respect regardless of race, sex, creed, or ability.
- I will 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 read the NYSCA National Standards for Youth Sports and do what I can to help all youth sports organizations implement and enforce them.

## Corrective Action Policy

Parents who do not follow the Code of Ethics will be subject to a Corrective Action Policy. It is the philosophy of MWR that parents' actions should not spoil the experience of participation in youth sports for the children. Furthermore, MWR will never punish a child for the actions of his or her parent(s). Therefore, the following guidelines have been established for addressing problem parents.

For violations of the Code of Ethics or Responsibilities and Expectations, the following steps will be followed:

- Step 1 – Verbal Warning – Coach will discuss undesirable conduct with parents and stress that this behavior will not be tolerated. Coach will document this conversation and give to league administrator.
  
- Step 2 – Written Warning - Coach or official will notify the league of continued breach of Code of Ethics and league will bring parent(s) in for a meeting to discuss actions and what the proper behavior is. Furthermore, there will be a formal letter of reprimand given to parent(s) stating that the next offense will lead to parent being banned from the sporting event venue for a period of 1 game.
  
- Step 3 – Game Suspension - League will ban the parent from attending the next scheduled contest and another letter will be given to parent(s) stating that the next offense will lead to parent being banned from all future contests.
  
- Step 4 – Season Suspension The parent(s) will be banned from attending all league contests after a 4<sup>th</sup> offense. The parent(s) will then have to make a formal request to be re-instated into this league. The parent(s) will then have to meet with the League Supervisor and the Director of Leisure Services prior to the start of the season to determine if the parent(s) is capable of behaving within the spirit and letter of the guidelines of this program.

These guidelines are not absolute in dealing with behavioral problems. Severe situations could merit harsher sanctions against the parent(s).