



# **96th Force Support Squadron Eglin AFB Youth Sports Program Coach's Handbook**

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**Find us on Facebook: @Eglin Youth Center  
[www.EglinLife.com](http://www.EglinLife.com)**





# Welcome to

## Eglin Youth Programs

Thank you for taking the time to learn about the Eglin Youth Center. We believe that all members and their parents/guardians can benefit from the information in this handbook. If there is anything else we can assist you with, please let us know.

Youth Programs is comprised of four distinct areas: School Age, Sports, Teen and Open Recreation Center. We are affiliated with Boys and Girls Club of America, National Association of Youth Sports (NAYS), and 4-H. We utilize their curriculum in addition to the programming mandated by Air Force to provide youth a variety of activities to enhance their social, cultural, educational, and creative abilities.

### Youth Sports Programs Team

Director: Ann Lienemann - (850) 883-1631

Assistant Director: Tara Rollins - (850) 883-0631

Youth Sports & Fitness Program Director: Ernest Bracey -  
(850) 883-1426



## **Mission Statement**

To assist DoD military and civilian personnel 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.

## **Our Mission**

To encourage each young person to excel in the areas of leadership, education, health, the arts, sports, fitness, and recreation.

## **Philosophy**

The Eglin 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.

## **Purpose of Youth Sports**

The Youth Center offers a wide array of organized sports activities for youth to help them develop desirable physical skills and to mature emotionally and socially. The sports program provides opportunities for children to have contact with other youths, volunteer leaders, and youth program staff. It also provides opportunities for parents to build partnerships with other parents and for adults to contribute to the Air Force community by serving as volunteers in youth programs.



## **Code of Conduct**

1. Common sense and common courtesy! This will be the most important rule to follow.
2. Safety is everyone's responsibility! Learn to be conscious of your surroundings and the potential for danger.
3. Profanity (language, attire, gestures) is not acceptable. Express yourself in a positive and friendly manner.
4. Abuse or destruction of property is not acceptable. Take pride in your surroundings.
5. Horseplay and running are not acceptable behavior in the facility. Areas will be designated for physical activity.
6. Smoking, alcohol, and drugs are not permitted in or around the Youth Center or any activity sponsored by Eglin Youth Programs.
7. Appropriate behavior is the responsibility of each individual. Set the example and be the leader!
8. Enjoy your time and contribute as you can!

## **Air Force Inclusion Policy**

It is the policy of the Air Force Youth Sports Program that no child will be excluded from the league due to his or her race, creed, sex, economic status, and financial ability to pay or ability.

## **Parent Information**

An Eglin AFB Youth Sports Parent Handbook is available for all parents. Coaches can request copies to distribute amongst their teams. In addition, all parents registering children in our program must sign a “Parent Code of Ethics” promising to uphold the objectives of the Youth Sports Program, support their child and uphold the highest standards of sportsmanship. Coaches are required to hold parent meetings throughout the season to keep parents up to date on the team, season and their child’s progress. Do not enter into any event without the approval of the Youth Sports & Fitness Program Director.

## **Coach/Volunteer Recruiting Program**

An active volunteer coach recruitment program is utilized to recruit volunteers as coaches and assistant coaches for our programs. Once recruited all volunteers are required to fill out a volunteer information form and then required to undergo a background check. There will be no discrimination in any way of qualified individuals to coach and volunteer based on race, creed, or gender. Please see the Youth Sports and Fitness Director for additional information and training requirements.

## **Youth Sports Participation**

There is a minimum play rule for all youth regardless of ability while in Eglin AFB leagues that permit youth, ages 5-12, to play at least half of every game. No player will play the entire game unless all other players have played  $\frac{3}{4}$  of the game. When innings, rounds, or score is used to determine the length of a game, every effort must be made to play each player equally.



## **Sportsmanship**

All spectators, coaches, and players are reminded that this is an Air Force Youth Program sponsored program and emphasis will be placed on good sportsmanship, rather than winning. All coaches will take responsibility for their spectators' actions. Anyone displaying unsportsmanlike conduct that is detrimental to the game or league objectives will be asked to leave event.

## **Excused Absences**

Sports is only one part of a child's life, and coaches will not punish a player in any way if they miss practices or games due to family related activities and events such as church, school, and other family activities. These will be considered excused absences and may not result in punishment to the child such as less playing time, extra practice, physical punishment, laps, push-ups, etc.

## **Guidance & Disciplinary Procedures**

In an effort to ensure all staff and volunteers are operating within the established objectives and goal of the program, disciplinary action procedures have been put in place to address issues. Volunteers must work within established rules for the protection of our youth. Any violation of the established rules will result in various degrees of disciplinary actions depending on severity of offense. All violations will be recorded and kept on file with proposed disciplinary action ranging from a warning, to additional training, or may even result in expulsion. In cases of suspected child abuse or injury to a child, the individual will be reported to authorities for appropriate action.

## Removal/Suspension Procedures for Athletes, Parents, & Coaches

The Youth Sports & Fitness Program Director and the Youth Director make up a Review Committee. This committee makes decisions regarding discipline and rule violations using the mission, philosophy, and Air Force regulations to resolve any league and program concerns which include removal of athletes, parents, and/or coaches. Such results will be determined on a case by case basis.

Any manager, coach, or player ejected from a game:

- a. Must leave the Youth Center property immediately (this includes the parking lot) and not return until notified by Youth Sports & Program Fitness Director. This will result in a minimum 1 game suspension.
- b. Must meet with Youth Sports & Fitness Program Director. The YSF Program Director will investigate the incident and present the facts along with their recommendations to the Youth Center Director for review.
- c. Must then meet with the Youth Center Director after facts of the incident have been thoroughly reviewed to address the punishment being recommend.

**NOTE:** Repeated incidents will not be tolerated and are adequate justification for permanent suspension from the youth sports league.

## **Positive Guidance & Appropriate Touch**

a. Children/youth need guidance from adults to keep them safe, encourage development of self-control, self-reliance, and respect for the rights of others. These skills are crucial to their future success as adults. Guidance of child/youth behavior is ongoing and requires skill and patience.

b. For guidance to be most successful, it needs to occur in the context of a caring and supportive relationship. It's important that Child & Youth Program (CYP) personnel get to know and understand the children placed in their care. Effective guidance takes place when youth know and trust those adults caring for them and the adults show their concern for them is unconditional.

c. CYP personnel must recognize youth as individuals and respect differing abilities, temperaments, activity levels, and developmental characteristics. No one specific guidance technique will work for every situation; therefore approaches will need to be adapted based on each child.

d. Touch is as necessary as food or water for children to thrive and grow physically, cognitively, socially, and emotionally. Appropriate touch respects the personal privacy and space of children/youth; is nurturing through hugs, giving high-fives, etc.; keeps youth safe by separating physically conflicting children when necessary, taking time to examine cuts/bruises/unusual marks, by administering first aid to injuries; and lastly by assisting with a child's personal hygiene concerns such as face and hand washing, diaper changing, etc. Remember, the age and individual needs and preferences of the child should always be considered when determining if a touch is appropriate.



e. All CYP personnel must receive training on positive guidance techniques and appropriate touch and sign a written statement of understanding during New Employee/Provider Orientation. Annually thereafter, CYP personnel must receive training on positive guidance techniques and appropriate touch. All training is documented on the AF Form 1098, Special Task Certification and Recurring Training.

f. Incidents of inappropriate guidance and touch are reported, using the AF CYP Reportable Incidents Report Form then elevated to the Flight Chief, Family Advocacy, Squadron Commander/Director, Major Command Specialist/Installation Support Division, Air Force Personnel Center Directorate of Services Child and Youth Programs, and Headquarters United States Air Force Child and Youth Programs within 24 hours of occurrence

## **Child Abuse Prevention & Reporting**

The program takes several steps to protect children from abuse. All Youth Program staff, coaches, instructors, and volunteers are trained in identification and proper procedures to report suspected cases of child abuse and are considered mandatory reporters. Background checks are performed on all staff, volunteers, contract workers, and coaches.

DoD Child Abuse/Safety Violation Hotline: 877-790-1197

Eglin Family Advocacy: 850-883-8616


Florida Child Abuse Hotline: (800) 962-2873

# Emergency Action Plan Procedures

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

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

1. Assess the situation. DO NOT PANIC. Administer first aid if necessary but only if qualified.
2. Have an adult stay with the injured child at all times.
3. If additional assistance is needed, CALL 911. If you are on Eglin AFB give location immediately. Provide the dispatcher with the following information.
  - a. Your name and position.
  - b. Exact location including street access, entry gate, building location and/or best access route to scene.
  - c. Victim's condition.
  - d. Nature of the injury and circumstances surrounding emergency.
  - e. 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 inform them of the circumstances.

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7. Report accident to Youth Programs Manager on duty (882-8212 / 5074) then complete AF form 1187 if required.
  8. Follow-up with a call to the injured the child's parents or guardians to make sure everything is okay the evening of the accident.

## **REMEMBER:**

1. At **NO TIME** should you offer a diagnosis or express personal opinion as to the extent of the injury.
2. Coaches are responsible for keeping emergency numbers and medical information on hand for each of their players at all times.
3. Coaches are responsible for having a first aid kit at all practices and games. Periodically, check supplies to ensure adequate numbers are on-hand. If you are running low contact YSF Program Director for more before it's too late.

## **Inclement Weather Plan/Unsafe Playing Conditions**

The Youth Sports Program will cancel or postpone any game, practice, or sports event when it is determined to be unsafe for play. In the absence of a Youth Program Staff member; coaches or officials should use their best judgement and always consider the safety of players, parents, and coaches in determining if fields are safe to play on. Under no circumstances will fields be used when there is thunder or lightning in the vicinity (10 miles) or when there is any other condition that would increase a chance for injury.


## First Aid Procedures

Emergencies require prompt and quick action by coaches and volunteers. They should be routinely ready for and anticipate that accidents will happen. All coaches are trained in First Aid and CPR prior to working with children. Each coach should have an evacuation plan, emergency plan, and be prepared to administer needed first aid when necessary.

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

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2. Have an adult stay with the injured person at all times.
3. If additional assistance is needed, CALL 911, if you are on Eglin AFB give location immediately. Provide the dispatcher with the following information.
  - a. Your name and position.
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  5. Meet the emergency vehicle.
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## **Substance Abuse/No Smoking**

All administrators, coaches, officials, and parents must refrain from using alcohol, tobacco, and illegal substances at any youth sporting events. Violators will be removed from the program.

## **Concussion Policy**

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.

1. Have the youth cease the activity.
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.

### **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**

1. Appears dazed or stunned.
2. Forgets an instruction, is confused about an assignment or position, or is unsure of the game, score, or opponent.
3. Moves clumsily.
4. Answers questions slowly.
5. Loses consciousness (even briefly).
6. Shows mood, behavior, or personality changes.
7. Can’t recall events prior to or after a hit or fall.

## **Symptoms Reported By Children and Teens**

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

## **What Should I Do If My Child Has A Possible Concussion?**

As a parent, if you think your child or teen may have a concussion, you should:

1. Remove your child from play.
2. Keep your child 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 GO TO: [cdc.gov/HEADSUP](https://www.cdc.gov/HEADSUP)**



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