



DEPARTMENT OF THE NAVY
HEADQUARTERS UNITED STATES MARINE CORPS
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IN REPLY REFER TO:
NAVMC 1710.14
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NAVMC 1710.14

From: Commandant of the Marine Corps
To: Marine Corps Community Services (MCCS)

Subj: Child and Youth Programs (CYP) Youth Sports Program Operations and
Resource Management Protocol

Ref: (a) MCO 1710.30 Marine Corps Child and Youth Programs (CYP)
(b) Centers for Disease Control and Prevention; HEADS UP to Youth Sports; <https://www.cdc.gov/headsup/youthsports/index.html>
(c) National Alliance for Youth Sports www.nays.org
(d) SECNAV M-5210.1, "Department of the Navy Records Management Program," September 23, 2019
(e) Department of the Navy retention schedule, part III, paragraph 2.b, chapter 7
(f) Center for Disease Control (<https://www.cdc.gov>), Advisory Committee on Immunization Practices (ACIP) Adult Immunization Schedule
(g) DoDM 1402.05 Background Checks on Individuals in Department of Defense Child Development and Youth Programs
(h) DoD Instruction 6060.04, "Youth Services (YS) Policy," Dec 4, 2019
(i) MCO 1700.39 Marine Corps Recreation Programs
(j) MCO 5210.11F Records management
(k) NAVMC 1710.2 CYP Child Abuse Prevention Education and Reporting Protocol
(l) NAVMC 1710.5 CYP Inclusion Protocol
(m) NAVMC 1710.4 CYP Health Promotion Protocol

Encl: (1) Child and Youth Programs (CYP) Youth Sports Program Operations and
Resource Management Protocol

1. Purpose. To provide the Youth Sports Programs (YSP) guidance for operational, procedures, and protocols.

2. Background. Youth Sports provides opportunities for youth to enhance personal and peer to peer relationships through physical fitness activities.


3. Procedures. The following processes are in place to provide quality Youth Sports opportunities.

4. Information. Headquarters, U. S. Marine Corps, Marine and Family Program Division, Family Care Branch, Child and Youth Programs (CYP) maintains and updates information as required.

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5. Certification. This NAVMC is effective the date signed.

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Child and Youth Programs (CYP) Youth Sports Program Operations and Resource
Management Protocol

1. Youth Sports Program (YSP). The YSP is centered on four main principles:

- a. High quality programming based on nationally recognized standards.
- b. Safety of participants.
- c. Dependability for families.
- d. Support of developmental levels and differing abilities of participants.

2. Scope of Programming. The sports related interests and goals of youth and families are diverse and require an array of options. Working to meet these needs can greatly enhance the transition experience for families as they move from one installation to the next.

a. The scope of a YSP should provide opportunities within a framework of four operational parameters: participation based, success/competitive based, recreationally focused, and instructionally focused activities. Together, these parameters of operation form quadrants by which the objectives can be mapped, and programs can be precisely designed with consideration to participant needs and available resources.

b. The scope of YSP aboard an installation can incorporate the following program design structures that are best suited to appropriately consider the operational parameters and effectively sustain quality of life for families and youth: direct run programs, community partnered and hybrid programs, liaison based/indirect run programs. These categories can be further subdivided in an effort to precisely meet the needs of families to include: recreational, instructional, and competitive leagues, competitive travel teams, All-Star Teams, Camps, Tournaments, Skills Training, and Lessons.

c. Partnerships with municipal, scholastic, collegiate, and professional sports programs may also be utilized to expand access to resources and ensure the needs of youth and families are being met.

3. Quality Sports Environment. YSP is developed and organized to enhance the emotional, physical, social, and educational well-being of participants. YSP are offered in a variety of settings to include but not limited to leagues, camps, clinics, or instructional class formats. YSP ensures the following guidelines are implemented in accordance with (IAW) references (c) and (h):

- a. There is an established Mission Statement.
- b. Provide an equitable system of playing time for youth that facilitates the development of individual skills, fosters personal responsibility, and develops an understanding of concepts related to teamwork.
- c. Establish local standard operating procedures to develop and/or modify sport specific age requirements to meet community needs.

d. Implement a no-cut policy for recreation sports so that all eligible youth are provided the opportunity to participate. If competitive or all-star sports programs are offered advertise the opportunities publicly, clearly define requirements and expectations so that all eligible and qualifying youth are provided an equitable opportunity to participate, develop, and achieve.

e. Discourage league standings below the age of 8 years.

f. Collision sports may be offered with approval from Headquarters, U. S. Marine Corps (HQMC) Semper Fit Branch Head. Prior to offering the sport, a compliance requirements package must be submitted to Semper Fit and Child and Youth Programs at HQMC to confirm the following safeguard requirements are in place, and to include but not limited to:

(1) Affiliation and membership with a national or regional governing body for the specific sport.

(2) The employment, use, maintenance, and record keeping of and for necessary protective equipment.

(3) Coaches' certification prior to accepting a team.

(4) As a precursor to participation in live contact activities, participants and parent/guardian are required to engage in education, training, and qualified assessment of proper technical skills.

(5) Develop, modify, and enforce written rules and policies that mitigate risk.

(6) Mandate and document general sport specific risk awareness education for the participants and parent's/guardians.

(7) Mandate and document hold harmless/liability waivers from the guardians.

g. Establish and implement time limits that participants spend at practices/games, using recommendations within the national standards.

4. Fees. YSP offers a variety of activity options that are affordable and available to eligible patrons IAW reference (a).

a. Fees are charged to each participant to offset all direct Non-Appropriated Funds (NAF) expenses, such as personnel, equipment, supplies, awards, and instructor contract fees.

b. Fees are collected at time of registration with receipt provided to the patron.

c. Price determination is based on a minimum of one annual competitive pricing survey utilizing the average fees and charges of three business venues using local commercial, municipal or government entities. Analysis includes the review of similar operations within a 30-mile radius of the installation and civilian community IAW reference (i).

d. Refund policies are developed, implemented, and based on installation guidance and approval.

e. Hardships waivers are submitted to the installation commander or identified designee for review and approval.

5. Family Communication and Participation. Parents/guardians play key roles in the positive youth sports experience. It is critical that parents/guardians are well informed and educated on the youth sports programs aboard the installation. A parent orientation meeting is offered prior to the initiation of each YSP activity and provides benefits and risks associated with general YSP participation, as well as to the specific sport/activity. A parent handbook is developed at the installation level and made available to families at the time of registration and will include, at minimum, topics of the following IAW references (a) and (c):

a. Educational materials specific to the activities, to include basic rules and by-laws.

b. Participation and attendance requirements for parents and youth.

c. No-show and tardy notification requirements.

d. Equipment and uniform requirements.

e. Program participation safety guidelines.

f. Promoting good sportsmanship.

g. Requests for special needs accommodation.

h. Youth participants only attend activities when in good health.

i. Information regarding proper hydration.

j. Parent Code of Ethics - Appendix A.

k. DoD Child Abuse Hotline phone number.

l. Tobacco and Alcohol/Drug use policy.

m. Information regarding preventing, recognizing, and responding to a concussion.

n. Links to resources for sports and activities offered.

6. Sportsmanship. Everyone involved in YSP exhibits positive sportsmanship behavior at all times IAW references (h).

a. YSP coach/specified volunteer expectations regarding sportsmanship and conduct are included in the required training and in the Code of Ethics.

b. YSP staff, contracted instructors, all volunteers, and parents promote fair play, respect for the sport, and graciousness in losing or winning.

c. Sportsmanship and behavior expectations for the youth participants, as well as the YSP staff, coaches, parents, and spectators are communicated through policies and procedures in the parent handbook.

d. YSP policies require all adults in attendance to conduct themselves in a competent and professional manner.

7. Safe Play Environment. YSP staff and/or coaches/volunteers ensure facilities are free from hazard by conducting visual facility/field inspections IAW reference (c).

a. Facilities are inspected by YSP staff/coaches before the beginning of the season, as well as before each practice or game. An inspection is also done at the completion of the season so that any items needing to be addressed can be resolved before the beginning of the next season.

b. YSP develops daily safety checklists for completion by coaches and instructors. Daily safety checklists are submitted to YSP weekly and kept on file. See Appendix B for "Inspection Checklist for Indoor Sports Areas/Courts" and Appendix C for "Inspection Checklist for Outdoor Sports Areas/Fields".

c. Evidence of service requests and corrective actions are documented and filed in YSP.

d. Procedures for emergency situations are reviewed by staff, coaches/specified volunteers, and parents at the beginning of each season or activity.

e. Coaches/specified volunteers will have, a copy of each participant's registration form, with the emergency contacts and medical authorization, or a printout with the information on-site at all events (e.g., practices, games, etc.).

f. A portable Automated External Defibrillator (AED) is to be located onsite or in proximity of YSP areas.

g. YSP staff and coaches/specified volunteers are knowledgeable of the proper use of all equipment in his/her program/activity, to include but not limited to:

(1) Fitting equipment such as helmets, facemasks, and eye guards for each participant.

(2) Maintenance and repair guidelines of all equipment.

(a) Equipment is maintained in good repair and meets guidance of a national organization such, as the National Operating Committee Standards in Athletic Equipment (NOCSAE) or American Society for Testing Materials (ASTM) to reduce injury.

(b) At the conclusion of each game or competition, coaches complete a safety check of all equipment and report any concerns or hazards to YSP staff.

(3) All equipment is age appropriate and safe for use.

(a) YSP ensures all equipment are cleaned and sanitized prior to issuing to coaches at the start of each season. Coaches ensure all equipment are cleaned and sanitized after each use IAW reference (b).

(b) Staff, coaches, and volunteers may use "alternative to bleach" Environmental Protection Agency (EPA)-registered cleaners, sanitizers, and disinfectants IAW the manufacturer's instructions.

(4) Manufacturer's safety and use instructions including the dilution and required contact time for sanitizing and disinfecting are followed IAW reference (b).

h. Youth participants only attend activities when in good health.

i. YSP staff and volunteers do not transport youth in their private vehicles.

j. Two adults are always present during YSP activities to ensure accountability and the highest level of safety for youth IAW reference (h).

k. At a minimum, one YSP staff certified in cardiopulmonary resuscitation (CPR) and First-Aid attends each activity. While only one coach per team is required to maintain a certification from a national sports association and CPR/First Aid certifications, YSP strongly encourages and actively promotes the benefits of these certifications for all volunteer coaches. These certifications offer additional capabilities to the individual volunteer and YSP IAW reference (h).

l. Policies are in place to ensure participants are not left in vehicles unattended.

m. Installation home alone policy is implemented and adhered to by parents and staff IAW reference (h).

n. Coaches/specified volunteers are issued a First-Aid kit at the beginning of each YSP activity/season and required to always have the kit on site and accessible during each activity. YSP staff inspect kits monthly to ensure required items are stocked and not expired IAW reference (h). The First-Aid kit includes, at a minimum, the following items:

- (1) Bandages/adhesive tape.
- (2) Gauze.
- (3) Disposable gloves (preferably non-latex).
- (4) Breathing barrier (appropriate based on training received).
- (5) Liquid soap and water/moist towelettes.
- (6) Triangular bandages.
- (7) Cold packs.
- (8) Splints (or items that can be used as such).
- (9) Pen/pencil and notepad.
- (10) Biohazard bags (at minimum garbage bags).

(11) Phone/two-way radio (at minimum a whistle) (item does NOT have to be housed in the First-Aid kit).

8. Injuries, Concussions, and Reporting. IAW reference (h), care is taken to reduce the risk of serious injuries and concussions. When a serious injury is sustained, to include broken bones or symptoms consistent with a concussion, the participant is removed immediately from play or practice.

a. YSP Professionals are responsible for removing coaches who knowingly allow a player to play while having a serious injury or knowingly create unsafe play situations.

b. Written permission from a physician is mandatory prior to allowing a participant to return to play/participate in a YSP activity following a serious injury.

c. A participant who sustains a serious head injury or concussion may only return to play or practice after an evaluation, and with written clearance, from either a licensed medical physician or one of the following health care providers who has training in concussion management and is working in consultation with a medical physician: a neuropsychologist, a licensed athletic trainer, a licensed physician assistant, or a licensed nurse practitioner.

d. An Incident Report is completed by the coach for any injury that requires first aid during practice or game play. A copy of the report is sent to the YSP Office and maintained in the participant's file. The Incident Report contains, at minimum, the following: coach's signature, YSP office signature, and parent notification date and time.

e. YSP is required to submit Serious Incident Reports (SIR) to Headquarters, U. S. Marine Corps (HQMC) within 24 hours when the following applies:

(1) Any injury which occurs during a YS activity which requires emergency medical treatment or hospitalization, regardless of how the participant is transported for care (e.g., ambulance, parent, or other).

(2) Alleged or suspected institutional child abuse or neglect.

(3) Alleged or suspected Problematic Sexual Behavior in Children and Youth (PSB-CY) involving a Youth Sports (YS) participant(s).

f. Serious Incident Reporting procedures are as follows:

(1) SIRs are reported to the YSP Administrator.

(2) YSP staff completes a Serious Incident Report (NAVMC 1750-6), located in Marine Corps Publication Electronic Library and the Ethos Learning Management System (LMS) Library.

(3) YSP Management completes and submits the HQMC CYP SIR into a centralized electronic reporting site to HQMC within 24 hours of knowledge of incident occurrence.

(4) The SIR is updated within 10 days to indicate outcomes and corrective action(s) due to the incident and every 30 days until reaching resolution.

9. Child Abuse Reporting in accordance with (IAW) reference (k). All USMC Personnel must report any suspicions of child abuse regardless of whether they are on or off duty IAW reference (a). This duty cannot, under any circumstances, be delegated to another individual. Failure to report is a serious violation of the law. YSP Professionals who suspect a child is being exposed to domestic violence must report it as suspected child maltreatment.

a. All incidents of suspected child abuse are reported to the installation Family Advocacy (FAP) office, Provost Marshall Office (PMO), and the local Child Welfare Services (CWS) agency. Reporting procedures remain the same regardless of whether the alleged or suspected offender is a professional, volunteer, parent or other YSP staff.

b. Professionals complete the following procedures when there is a belief that an incident of child abuse occurred:

(1) Immediately notify the installation FAP, PMO, and local CWS agency to make an official report and include factual details including, but not limited to, the parties involved, observations of incident or injury, and how the incident came to the attention of YSP.

(2) For after-hours reporting, the 24 hour on-call FAP number is used.

(3) Complete NAVMC 1750/6, USMC Child and Youth Programs Injury/Illness Communication Form.

(4) For alleged or suspected institutional child abuse, the HQMC CYP SIR is completed and submitted to HQMC within 24 hours.

c. For programs outside of the continental United States (OCONUS), the reporting requirements are nearly identical except that OCONUS locations generally do not have access to a local CWS and thus, must work directly with the installation FAP to ensure complete reporting.

d. Child abuse cases are highly sensitive and remain confidential. Except as otherwise required, YSP Professionals do not discuss the report and notification of child abuse with anyone other than their installation chain of command, HQMC, FAP representatives, and the investigating authorities. All inquiries regarding the alleged child abuse incident are referred to the investigating authorities.

e. In cases of alleged institutional child abuse, occurring in a YSP facility or activity, the accused full and/or part-time employee(s) is removed from the facility and/or activity and assigned to duties in which contact with the children/youth is not possible, until all investigations and assessments are complete, and determinations have been made. The accused flex/intermittent employee, coach or volunteer is not scheduled until all investigations and assessments are complete, and determinations have been made. The Director coordinates all personnel actions with the Human Resources Office.

10. Problematic Sexual Behavior in Children and Youth (PSB-CY) Reporting IAW reference (k). All YSP Professionals, contractors, and specified volunteers must report instances of alleged problematic sexual behavior to the installation FAP office.

a. YSP Professionals, contractors and volunteers consult with YSP Management on normative, cautionary, and problematic sexual behaviors displayed by children and youth.

b. YSP Management completes the DD Form 3179, Problematic Sexual Behavior in Children and Youth (PSB-CY) Non-Clinical Referral Tool (NCRT) with input from the YSP Professional, contractor or volunteer who observed or was made aware of the behavior, to determine if a referral to FAP is necessary.

c. When a child's behavior falls under the cautionary or problematic categories, the below internal process and procedures are followed:

(1) All instances of PSB-CY are reported to the installation FAP office. For after-hours reporting, the 24-hour on-call FAP number is used.

(2) Provide a copy of the PSB-CY NCRT and confer with FAP to discuss strategies to address the behavior.

(3) FAP Professionals, who receive the PSB-CY referral from YSP, will review the PSB-CY NCRT with input from the referral source, to determine if the Coordinated Community Response Team (CCRT) should be engaged.

(4) YSP Professionals, contractors and volunteers cooperate with investigating agencies as required.

(5) YSP Management notifies parents about the child's concerning behavior and informs the parents a report was made to FAP. FAP may be in contact with the parents, should additional information be required. YSP Management also notifies parents of any child/ren affected by the behavior and are offered support in a collaborative effort with FAP.

(6) The program increases supervision and addresses safety concerns. Programs initiate program review to ensure all supervision/redirection strategies are being implemented to mitigate any future behavior from occurring, including rearranging the child's environment to ensure all areas are easily seen by staff if needed.

(7) YSP Professionals complete NAVMC 1750/6, USMC Child and Youth Programs Incident Report.

(8) Following the FAP report, incidents of cautionary or problematic behavior, alleged to have occurred in YSP, must be reported to HQMC YSP. An SIR is completed and submitted within 24 hours IAW reference (h).

(9) Incidents of PSB-CY are highly sensitive and remain confidential. Except as otherwise required, YSP Professionals do not discuss the report and notification with anyone other than their installation chain of command, HQMC, FAP representatives, parents, and the investigating authorities. All inquiries regarding the alleged incident are referred to the investigating authorities.

d. If indicators suggest the incident does not meet the threshold for reportable problematic sexual behavior because the behavior is normative, the below guidance is followed:

(1) Keep documentation (e.g., anecdotal records, tracking sheet and observation notes) of behavior in a secure locked office cabinet.

(2) Professionals, contractors and volunteers should closely monitor the child to determine if the behavior continues, increases, or stops.

(3) The program should notify the parents for their situational awareness.

(4) As these behaviors are developmental in nature, this does not require mandated reporting to FAP and does not require notification to HQMC.

(5) If the pattern of behavior does not stop after redirection is provided, the behavior would be considered cautionary or problematic and the process and procedures, addressed in paragraph 10.c will be executed.

11. Drug, Tobacco, Alcohol, and Performance Enhancer-Free Environment.

Parents, coaches, officials, spectators, players, and YSP staff are drug, tobacco, alcohol, and performance-enhancer free at YSP/activities.

12. Inclusion in accordance with (IAW) references (a) and (1). YSP welcomes and supports the participation of all youth and abilities. Every effort is made to provide reasonable accommodations, when requested or as needed.

a. Parents of youth who require accommodations, due to a medical condition or special need, are asked to provide this information during the registration process. YSP Professionals partner with the participant's parents and/or coach to design a Support Plan to ensure positive and successful participation.

b. Parents assume responsibility of all injuries, when necessary, if health information is not disclosed.

c. Participants requiring an accommodation that the YSP Administrator determines cannot be reasonably accommodated within current operational procedures and/or existing resources are referred to the Inclusion Action Team (IAT) for further review and consideration IAW reference (j).

(1) Members of IAT include at a minimum: YSP Management, parents, CYP Nurse or local medical authority (if medical need), and Behavior Specialist (if behavioral/emotional) need. Other members that may be considered, if necessary, include the following: Exceptional Family Member Program representative, School Liaison, Kids Included Together Inclusion Specialist (by phone) and Occupational/Physical/Speech Therapists IAW reference (1).

(2) YSP Professionals, coaches, and volunteers are made aware of and trained on necessary accommodations for a participant in accordance with the written inclusion plan.

(3) If accommodations cannot be made, as determined by legal counsel and installation command, a written explanation from the installation

representative will be provided to the family with local alternative activity options.

d. YSP Professionals, coaches, and volunteers do not administer medications of any kind. The adult acting on behalf of a participant's care is responsible for administering any necessary medication during practice and game play.

e. Youth Medication Administration IAW reference (m). Youth, requiring Emergency Rescue Medications, are permitted to carry and self-administer only if the following requirements have been met:

(1) An Emergency Action Plan (EAP) is on file and includes parent/guardian and healthcare provider signature. EAP contains, at minimum, medication name, dosage, route, and reason for taking medication. The EAP is retained for 3 years, then destroyed.

(2) Medication has the original prescription label and pharmacy container.

(3) YSP Staff/coach must be made aware that a youth is self-carrying/administering.

(4) Any misuse or sharing of medication results in termination of privilege to self- carry and administer.

13. Standard Operating Procedures. Installations operating a YSP develop local Standard Operating Procedures and are readily available to include:

- a. Unsafe operation conditions (weather, available daylight).
- b. Responding to and reporting emergency situations.
- c. Accountability and supervision of participants.

14. Operations

a. Department of Defense (DoD) Certification to Operate is current and readily available.

b. Annual YSP accounting records are maintained and available.

c. YSP collects annual feedback from participants.

d. Marketing efforts are made to make eligible patrons aware of YSP activities.

e. Outreach and partnerships with the local community are used to supplement YSP activities.

15. Awards and Recognition in accordance with (IAW) reference (h). YSP establishes a program or system that provides recognition of installation and community interactions and achievements of participants and volunteers.

a. Youth participants are recognized formally and informally for positive achievements and interactions.

b. Volunteers are recognized formally and informally for accomplishments and positive activities.

16. Youth Sports Professionals. YSP activities are managed to ensure an effective and safe environment for Professionals, coaches, volunteers, and participants.

a. YSP employs a dedicated Program Manager/Coordinator/Director. In the event a full-time YSP Manager/Coordinator/Director is not authorized, an individual is appointed to assume the duties.

b. The Program Manager/Coordinator/Director oversees operations/inspection requirements and ensures other requirements, such as trainings, and certifications are obtained and maintained.

c. At minimum, one staff member is a Certified Youth Sports Administrator (CYSA).

d. Staff is present to provide support during all youth sports activities and operating hours.

17. Training. YSP Professionals, coaches, and volunteers receive DoD approved training prior to participation in any YSP activities and annually. Trainings are provided by subject matter experts. The following elements, at a minimum, support YSP accountability: Required orientation and annual training for each position in YSP includes the following IAW references (c) and (h):

a. Coaches and volunteers: All new coaches and volunteers complete orientation training prior to participation in any YSP activities and annually, thereafter.

(1) Appropriate touch.

(2) Positive guidance.

(3) Inclusion.

(4) Emergency preparedness.

(5) Child abuse and problematic sexual behaviors in children and youth given by the local FAP office.

(6) CPR (minimum one coach per team).

(7) First Aid (minimum one coach per team).

(8) Prevention of illness and injury and promotion of health; to include administration of rescue medications and basic care items.

(9) YSP coaches/specified volunteers are certified, registered and current with a nationally recognized youth sports association such as the National Alliance for Youth Sports (NAYS). YSP staff provide specified coaches/volunteers access to online or in-person training to the sport specific area and certification includes, at a minimum, the following:

(a) Psychology of Coaching Youth Sports.

- (b) Teaching Good Sportsmanship.
- (c) Youth Sports Violence & Positive Coaching Technique.
- (d) Being a Positive Role Model & Building Confidence.
- (e) Working with Parents.
- (f) Nutrition and Hydration.
- (g) Injury and Concussion Prevention.
- (h) Conditioning & Stretching.
- (i) Child Abuse in Youth Sports.
- (j) Working with Athletes with Special Challenges.
- (k) Rules and regulations of specific sport.
- (l) Concussion training.
- (m) Anti-Bullying training.
- (n) Proper use of AED.
- (o) Sport Specific Skills and drills

b. YSP Professionals complete orientation training within 90 days of hire and annually thereafter on the materials, techniques, and safety precautions of the YSP and facilities which includes the following:

- (1) Position description and performance standards specific for the Professional's position.
- (2) CPR (updated per expiration of card).
- (3) First Aid (updated per expiration of card).
- (4) Prevention of illness and injury and promotion of health; to include administration of rescue medications and basic care items.
- (5) Concussion Prevention.
- (6) Appropriate touch.
- (7) Positive guidance.
- (8) Inclusion.
- (9) Emergency preparedness.
- (10) Child abuse and problematic sexual behaviors in children and youth given by the local FAP office.
- (11) YSP Professionals, to include but not limited to, Semper Fit Directors, Youth Sports Administrators, Athletics Program Managers, Youth

Sports Coordinators, Assistant Youth Sports Directors, and Youth Sports Specialists complete the one-time training on the PSB-CY NCRT within 6 months of hire.

(12) Youth Sports specific training:

- (a) Youth Sports Violence.
- (b) Conduction Practices.
- (c) Game Day Procedures.
- (d) Injury Prevention.
- (e) Nutrition and Hydration.

18. Youth Sports Program (YSP) Professionals and Specified Volunteer Health Requirements

a. Immunization

(1) IAW Naval Occupational Health requirements, YSP Staff maintain appropriate immunizations, to include the annual administration of the seasonal influenza vaccine (administered after 1 July and before 31 December), as evidenced by the initial and annual health clearance and is a condition of employment.

(2) IAW with reference (f), specified volunteers (e.g., coaches) maintain appropriate immunizations, to include the annual administration of seasonal influenza vaccine (administered after 1 July and before 31 December), as a condition of active participation.

(3) In the event that a request for an exemption is submitted for a mandatory immunization, due to either a medical condition or sincerely held religious belief, Management will consult with the installation Human Resources Office to ensure adherence to policy IAW reference (h).

b. Health Screening. YSP Staff have an initial health screening to determine they are in good health and free from communicable disease prior to contact with participants and annually by the installation medical authority.

19. Background Checks. To ensure the safety and well-being of youth participating in YSP and activities, all volunteers, coaches and staff complete a screening and background check in accordance with (IAW) reference (g). All are required to:

a. Complete a YSP background check performed by the Marine Corps Human Resources Office and documented in the approved electronic system and maintained by YSP.

b. In addition to completion of background check requirements, all volunteers and coaches review and sign a Code of Ethics annually.

20. Records Management. IAW reference (j) YSP staff training documentation is organized and recorded to ensure easy retrieval and accessibility for authorized personnel. Successful completion of training and certification is documented in the HQMC approved electronic records management system. Child

and Youth Management System and PeopleSoft/Ethos Learning Management System may be used to maintain records (if applicable).

a. YSP staff records are maintained and include, at a minimum:

- (1) Employment position title.
- (2) Date of hire.
- (3) Youth Sports Administrator Certification (when applicable).
- (4) Training Documentation.
- (5) Annual health clearance by Naval Occupational Health (includes current immunizations).

b. Participant information is organized and recorded to ensure information is easily retrieved and accessible to authorized personnel. The HQMC approved electronic management system is the primary method of maintaining such records, and hardcopy files retained when appropriate or necessary. Participant records include, at minimum:

- (1) Copy of current registration form.
- (2) Assumption of risk/hold harmless.
- (3) Emergency contacts with phone numbers.
- (4) Inclusion support plan (if applicable).
- (5) Emergency Action Plan (EAP) if applicable.
- (6) Incident reports.
- (7) Photo release.

c. Coach/Volunteer records include:

- (1) Signed Volunteer agreement form DD 2793 (specified volunteer; retained 3 years, then destroyed).
- (2) Signed YS Coach Code of Ethics - Appendix D.
- (3) Coaching Certification from a nationally recognized organization.
- (4) Concussion training.
- (5) Anti-Bullying training.
- (6) Child abuse and problematic sexual behaviors in children and youth given by the local FAP office.
- (7) Copy of current immunizations.

Appendix A

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:

I will:

- Encourage good sportsmanship by demonstrating positive support for all players, coaches, and officials at every game, practice or other youth sports event.
- Place the emotional and physical well-being of my child ahead of my personal desire to win.
- Insist that my child play in a safe and healthy environment.
- 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.
- Support coaches and officials working with my child, in order to encourage a positive and enjoyable experience for all.
- Demand a sports environment for my child that is free from drugs, tobacco and alcohol and will refrain from their use at all youth sports events.
- Remember that the game is for youth - not adults.
- Do my very best to make youth sports fun for my child.
- Require that my child treats other players, coaches, fans and officials with respect regardless of race, sex, creed or ability.
- Read the National Standards for Youth Sports and do what I can to help Youth Sports implement and enforce them.
- Supervise all of the children I bring to practices or games. They will be in my line of sight at all times.
- Handle any concerns or comments I have in a respectful manner, away from children, whether they involve staff, officials, coaches, or parents.
- Enforce the program rules with my child(ren).

Name: _____ Date: _____

Appendix B

Sample Inspection Checklist for Indoor Sports Areas/Courts

FACILITY/FIELD INSPECTED: _____

DATE: _____

INSPECTED BY: _____

INSPECTION ITEM	SAT	UNSAT	N/A	INITIALS
Floors, courts, walkways, walls, stairs and other surfaces are in good condition				
Playing area free of garbage/debris/water				
Courts are properly marked/lined for activity				
Construction and positioning of seating, bleachers, and spectator areas are safe				
Condition, cleanliness, and access of seating				
Sprinkler heads in gyms caged or protected from errant balls				
Adequate seating that meets ADA guidelines				
Facility is ADA accessible				
Poles in playing areas are padded				
Bleachers are free of sharp or pointy edges				
Backboards/padding in good condition				
Scoreboards in working order				
Sufficient power sources available and in working order				
Playing areas are well light				
Doors and locks are in good condition				
Adequate storage space for bulky items such as volleyball poles, portable rims, etc.				
Areas that are unsafe or under repair are identified and posted appropriately				
General housekeeping/cleanliness				
Designated lost and found area				
Presence/accessibility of fire extinguisher				
Presence/accessibility of AED				
Bathrooms clean and accessible				
Garbage can emptied				
Gym divider condition				
Walkways/play areas are free of overhanging branches or shrubbery				
Parking areas are well lit and clean of debris/garbage				

COMMENTS

Appendix C

Sample Inspection Checklist for Outdoor Sports Areas/Fields

FACILITY/FIELD INSPECTED: _____

DATE: _____

INSPECTED BY: _____

INSPECTION ITEM	SAT	UNSAT	N/A	INITIALS
Fields are level and free of obstacles (hole/divots/foreign objects)				
Grass been mowed and excess grass picked-up and disposed of properly				
Sufficient and safe space between each field/playing area				
Fencing /playing nets are secure and free of sharp edges				
Shade structures are in good condition				
Is lighting, if available, adequate and in good working order?				
Light posts in playing areas are padded				
Bleachers are free of sharp or pointy edges				
Blacktop, play courts & sidewalks free of holes or cracks				
Dugouts are in safe condition, seating free of splinters, sharp edges and dry rot				
Bathrooms clean and accessible				
Garbage can emptied				
Accessible seating that meets ADA guidelines				
Walkways/play areas are free of overhanging branches or shrubbery				
Parking areas are well lit and clean of debris/garbage				
COMMENTS				

Appendix D

COACHES' CODE OF ETHICS

As a Youth Sports Coach, I hereby pledge to provide positive support, care, and encouragement for players participating in youth sports by following this Coaches' Code of Ethics:

I will:

- Encourage good sportsmanship by demonstrating positive support for all players, coaches, and officials at every game, practice or other youth sports event.
- Place the emotional and physical well-being of the children ahead of the desire to win.
- Do my very best to make Youth Sports fun for all children.
- Ask children to treat other players, coaches, fans, and officials, with respect regardless of race, sex, creed, or ability.
- Supervise all of the children at practices or games. Children will be in my line of sight at all times.
- Handle any concerns or comments I have in a respectful manner, away from children, whether they involve staff, officials, coaches, or parents.
- Enforce rules with the child(ren) and help ensure that all participants follow the rules.
- Treat each player as an individual, remembering the large range of emotional and physical development for the same age group.
- Provide a safe playing situation for players.
- Set realistic goals with players.
- Review and practice the basic first aid principles needed to treat injuries of players.
- Organize practices that are fun and challenging for all players.
- Demonstrating fair play and sportsmanship to all players.
- Knowledgeable in the rules of each sport that I coach, and I will teach these rules to my players.
- Permit athletes to share in the leadership and decision making for their team, including team rules.
- Accept the "youth athletes first, winning second" perspective on youth sports.

Name: _____ Date: _____