Review of Applicable Regulations:
Installation Policy/Inclement Weather/Activity Cancellation Procedures (O-REG)

To satisfy the training requirements for O-REG on your Individual Development Plan (IDP), the following documents need to be reviewed and signed:

a. **Standard Operating Procedure (SOP) - Youth Sports and Fitness (YSF) – Fort Huachuca**

b. **Fort Huachuca Youth Sports and Fitness (YSF) – Inclement Weather Policy (Signature required)**

DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT HUACHUCA
Directorate of Family and Morale, Welfare, and Recreation
Fort Huachuca, Arizona 85613-7011

Child and Youth Services (CYS)
Youth Sports and Fitness

Proponent. The proponent for this SOP is the CYS Coordinator at 533-3876. Comments and suggestions regarding this SOP should be sent to AMIM-HUW-WC.

---

1. Scope. This SOP applies to all CYS Staff, volunteers providing support for youth sporting events, individual parents in attendance, and youth participants at all on- and off-Post youth sporting events.

2. References.

a. Installation Management Command (IMCOM), G9, Regulation 608-10-1, Child and Youth Services (CYS), 17 March 2020.

b. Policy 20-55, Supervision of Minor Children on Fort Huachuca, 17 July 2020.

c. Standing Operating Procedure (SOP), CYS Appropriate Guidance, Discipline, and Touch, 06 February 2020.

d. Annex A (CYS Immunization Guidance) to Operations Order (OPORD) 21-033: Child and Youth Services (CYS) Immunization Requirements, 23 March 2021.

3. Responsibilities:

a. The Youth Sports and Fitness staff will:

(1) Select Coaches for conditional volunteer Coaching positions and assign them to age divisions in which they are most qualified to Coach.

(2) Ensure all volunteer Coaches complete proper background check paperwork and obtain background checks via the Garrison Security Office.

(3) Ensure that all background checks and required Adjudication (for any derogatory background check findings) are completed prior to the individual fulfilling Coaching duties. Prospective Coaches with submitted, but not returned, background check paperwork must **not** serve as Coaches.

(4) Ensure volunteer Coaches complete all training requirements that include the Army Child and Youth Services (CYS) Specified Volunteers' Orientation Training, National Alliance for Youth Sports (NAYS) Coaches' Orientation, and sport-specific training. They will also be required to sign the NAYS Coaches' Code of Ethics to become Certified Coaches.

(5) Ensure Coaches are following the NAYS Coaches' Code of Ethics during Practices and Games.

(6) Provide additional special needs training for Coaches, as needed.

(7) Furnish Team equipment.

(8) Assign players to specific Teams. Exceptions to changing Teams will be at the discretion of the CYS Youth Sports and Fitness Director/designee. The player being reassigned must meet all applicable League requirements.

(9) Ensure all staff, Coaches, participants, parents, Officials, and spectators demonstrate good character and sportsmanship. Coaches and parents must sign the NAYS Code of Ethics. At the discretion of the DFMWR, players, Coaches, or parents can be suspended from Youth Sports and Fitness activities.

(10) Identify and address misconduct of Coaches, players, and spectators.

(11) Terminate a Coach based on the inability of the Coach to satisfactorily meet Coaches' Position Description (attached).

(12) Complete written evaluation for each Coach at the end of each Sport Season. Ensure documentation is included in each Coaches' file.

(13) Ensure Coaches' immunizations, as per the CYS requirements, are properly documented and include annual Influenza, TDaP, MMR, and Varicella (Chickenpox).

b. All Coaches will:

(1) Complete proper background check paperwork and declare any derogatory information, including minor traffic violations, arrests with or without convictions, domestic violence, Child Protective Services investigations, drug/alcohol rehabilitation, Military Police tickets or findings, and convictions of any crime after the age of 18.

(2) Ensure conduct is above reproach.

(3) Possess maturity and restraint so that they demonstrate the principles of sportsmanship and fair play by their own example.

(4) Sign the NAYS Coaches' Code of Ethics.

(5) Demonstrate the principles of good sportsmanship and fair play. Violations will result in an immediate dismissal from the Coaching position.

(6) Adhere to the CYS Appropriate Guidance, Discipline, and Touch SOP. Violations will result in immediate dismissal from the Coaching position.

(7) Use appropriate language and gestures towards players, opposing Teams, Coaches, fans, and Officials. Violations will result in immediate dismissal from Coaching position.

(8) Ensure only the Head Coach or designated representative communicates with Officials.

(9) Ensure parents and players conduct themselves in an appropriate manner before, during, and after Games and Practices.

(10) Ensure youth have at least two (2) weeks of physical conditioning prior to participating in their first Game.

(11) Ensure to provide a proper warm-up routine prior to each Practice or Game.

(12) Ensure all youth on the Team have equal playing time. Each player should participate in at least 50 percent of the Game time.

(13) Ensure eligibility of each player.

(14) Explain rules and procedures to the parents at a meeting held at the beginning of the first Practice session.

(15) Head Coaches must submit requests for their children to be on their teams to the Youth Sports and Fitness Director/designee prior to the start of the draft.

(16) Complete Individual Development Plan (IDP) for Coaches.

(17) Ensure that all youth are accounted for and supervised. Coaches will remain onsite until all children/youth are picked up.

c. All Players will:

(1) Provide proof of birth date at the time of registration.

(2) Register prior to the middle of the Season for the chosen sport.

(3) Provide a copy of a current Sports Physical clearance completed by a Physician that is valid at the time of registration and throughout the entire sport's season.

(4) Be on time for Practices and Games.

(5) Pay attention to Coaches and the instructions provided.

(6) Demonstrate a positive attitude and respect towards their Coaches and teammates.

(7) Demonstrate good sportsmanship.

(8) Use appropriate language and gestures towards others.

(9) Use Team equipment and other players' equipment in a responsible and respectful manner.

(10) Furnish their own personal equipment (i.e., shoes, socks, athletic supports, and cups).

(11) Provide an immunization record documenting receipt of immunizations required by CYS, including annual Influenza, TDaP, MMR, and Varicella (Chickenpox).

d. All Parents will:

(1) Sign a Medical Release Form authorizing emergency medical treatment for their children/youth.

(2) Report to the CYS Sports and Fitness Director/designee, in writing, any incidents they consider detrimental to the welfare of any player following each Practice/Game in which such an incident occurs.

(3) Support the Team by volunteering for various committee work established by the Coaches/local board. Non-participation of a parent may be cause for release of the child/youth from the Team.

(4) Transport their child(ren) to and from Practices and Games. For children under 11 years of age, parents are expected to remain on site during all Practices and Games.

(5) Submit a request to the Youth Sports and Fitness Director/designee prior to the draft for a sibling to be placed on the same Team.

(6) Review the NAYS Parents' Orientation Handbook.

(7) Sign and comply with CYS Youth Sports and Fitness (YSF) Code of Ethics and Responsibilities Agreement.

4. Field Decorum:

a. The actions of players, administrators, Coaches, and Game and League Officials must be above reproach.

b. Only uniformed players, Coaching staff, and Game and League Officials shall be permitted on the playing field/court. All reserve players shall be on their benches or within the area marked for their respective Team.

c. Area for spectators shall be clearly marked.

d. The use of tobacco, in any form, is prohibited in the Coaches' box, team benches, and spectators' areas before, during, and after Practices and Games.

e. The use of alcoholic beverages, in any form, is prohibited during all Practices and Games by players, Coaches, and spectators.

f. Animals or pets are not permitted on the playing fields. Only properly labeled working dogs and approved service animals are allowed on playing fields.

g. Coaches will dress appropriately for all Games. When Coaches' shirts are provided by the Youth Sports and Fitness Office, Coaches will be required to wear them for all Games.

5. Disciplinary Guidance:

a. If deemed necessary, Umpires and Youth Sports and Fitness staff may caution and/or discipline Coaches, players, and spectators. Youth Sports and Fitness staff will record the names of the individual(s), the details of the incident, and any action taken. This information will be provided to the Youth Sports and Fitness Director/designee prior to leaving for the day.

b. First inappropriate or disruptive incident will result in an immediate verbal counseling by the Youth Sport and Fitness staff member. This verbal counseling will be recorded by the staff member and kept on file in the Youth Sports and Fitness Office. If the caution/disciplinary action is for a Coach, a copy of this verbal counseling will be kept in the Coach's file for one year from the date of the verbal counseling.

c. Second inappropriate or disruptive incident within a year of the first incident will result in a Letter of Warning from the Youth Sports and Fitness Director/designee. A meeting with the Youth Sports and Fitness Director/designee will be held during which the Letter of Warning will be given to the Coach, player, or spectator.

d. Third inappropriate or disruptive incident within a year from the first incident will result in a Letter of Suspension via the Coach's/sponsor's Chain of Command from the DFMWR. A meeting with the DFMWR, CYS Coordinator, and the Youth Sports and Fitness Director will be held and the Letter of Suspension will be issued to the Coach, player, or spectator. If a Coach is removed from his/her position, NAYS will be notified of the incident.

e. When deemed necessary by the CYS Coordinator, the CYS Sports Review Board will convene to review incident reports and discuss the consequences issued to the individual responsible for the inappropriate or disruptive incident(s).

f. Once a decision is made, the DFMWR will review any requests for reconsideration. The ejected participant will submit a written protest/Request for Reconsideration through the CYS Coordinator to the DFMWR.

6. Ejection Procedures:

a. There is a Zero Tolerance Policy regarding physically or mentally harming (e.g., berating or belittling) or threatening to harm any participants. If deemed necessary, Umpires and Youth Sports and Fitness staff members may caution and/or eject Coaches, players, and spectators. The Head Game Official will record all cautions/ejections to include the player's, Coach's, or spectator's name and the offense in the official scorebook. If there is no official scorebook, the Official can record this information in his/her notebook and the Youth Sports and Fitness staff member will email this information to the Youth Sports and Fitness Director. Any person ejected must meet with the Youth Sports and Fitness Director prior to attending and/or participating in the next Practice or Game. Suspicion of child abuse or neglect will be reported immediately per the reporting protocol.

b. Following an ejection, the Coach and/or spectator must leave the sports field area immediately (out of sight and sound) or the Game will be forfeited. If there is no assistant Coach, and the Head Coach has been ejected, a YSF Team Member will assume Coaching duties and remain with the team and parents until the Game concludes, at which time the YSF Team Member will release the youth to a parent or legal guardian. Ejected parties cannot return to the sports complex or any other Youth Sports and Fitness event until a meeting has been held with the Youth Sports and Fitness Director.

c. At the time of the ejection, the Youth Sports and Fitness staff member will take the following actions:

(1) Call the Youth Sports and Fitness Director/designee (if he/she was not present).

(2) Inform the Coach or player about the Ejection Policy.

(3) Observe the Coach/player leave the area.

(4) Escort the Umpire to the parking lot after the Game.

(5) Write an Incident Report and email all the information about the incident to the Youth Sports and Fitness Director/designee prior to leaving for the day.

d. As necessary, the CYS Coordinator may request a Sports Board to review the Incident Report(s) and discuss the consequences imposed upon the ejected participant.

e. Once a decision is made, the DFMWR will review any requests for reconsideration. The ejected participant may submit a written request through the CYS Coordinator to the DFMWR.

Encl

DENNIS J. MARUSKA
Director, Family and Morale,
Welfare, and Recreation

YOUTH SPORTS AND FITNESS

INCLEMENT WEATHER POLICY

Based on weather conditions, the following actions will be taken by Youth Sports and Fitness Staff and Coaches:

Excessive Heat

When the outdoor temperature is 90F or higher, all practices and/or games will be cancelled. During warm temperatures, Coaches must observe youth carefully for heat injury and encourage water consumption and use of sunscreen. The warning signs of heat exhaustion are covered in the Mandatory Coaches' Training that all Volunteers receive prior to working with the children/youth.

Rain

No outdoor sports will be allowed during heavy rain. If there is standing water on the field, practices and/or games must be cancelled.

Lightning

When there is lightning within ten miles, practices and/or games will be stopped for thirty minutes. If there is no lightning strike within that thirty minute period, play can resume. An additional thirty minutes of wait time will be added for each lightning strike. Lightning safety is also covered in the mandatory Coaches Training.

All final decisions regarding excessive heat, rain, or lightning will be made by YSF Director or Staff.

I have read, understood, and will comply with this Policy.

_____ _____

Name (printed) of Coach Date

_____

Signature of Coach