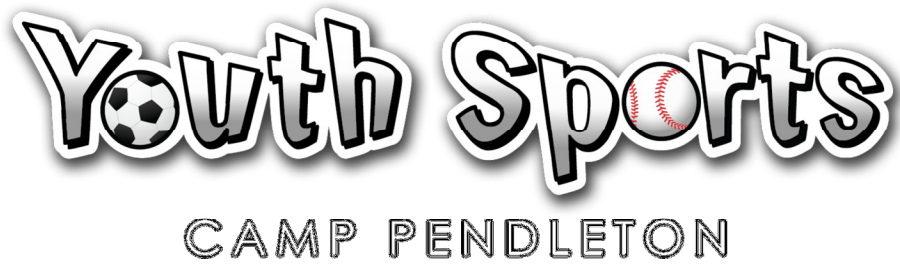


## Youth Sports Policies, Guidelines, and Procedures



**Semper Fit Athletics Department**  
Marine Corps Community Services  
Camp Pendleton, California



# Table of contents

<b>MISSION &amp; CONTACTS.....</b>	<b>2</b>
Youth Sports Mission .....	3
Youth Sports Office.....	3
<b>YOUTH SPORTS ELIGIBILITY CRITERIA .....</b>	<b>4</b>
Youth Athletes .....	4
Participation Criteria .....	4
<b>AGE REQUIREMENTS &amp; DIVISIONS .....</b>	<b>4</b>
Age Cut Off Dates .....	4
Aging Up .....	5
Aging Down .....	5
<b>TEAM SELECTION.....</b>	<b>5</b>
<b>SAFETY POLICIES.....</b>	<b>5</b>
Safety.....	5
Touch Policy.....	6
Hot Weather Guidelines .....	6
<b>COACHES OF YOUTH SPORTS.....</b>	<b>7</b>
Coaches’ Packets .....	7
Background Checks.....	7
Coaches’ Meeting.....	Error! Bookmark not defined.
Team Parents.....	8
Money Collection .....	8
<b>REGISTRATION .....</b>	<b>8</b>
Registration Fees .....	8
Late Registration.....	8
Refunds.....	9
<b>TEAM PRACTICES.....</b>	<b>9</b>
Authorized Practice Facilities .....	9
Practice Courtesies, Parent Responsibilities.....	9
<b>OFFICIALS .....</b>	<b>9</b>
<b>YOUTH SPORTS DISCIPLINARY ACTION PROCEDURE.....</b>	<b>10</b>
Ejections & Suspensions .....	10

## Mission & Contacts

---

### *Youth Sports Mission*

To provide Youth Sports programming in a non-competitive environment that emphasizes the fundamentals of sports and is fun for the military family members and authorized patrons aboard Marine Corps Base, Camp Pendleton. The Youth Sports program focuses on the concepts of team work, sportsmanship, safety, and fair play. We also emphasize individual and team effort and eliminating the focus of winning at all costs! Through Youth Sports, children can develop their interest in sports participation which can become the foundation for a lifelong interest in athletic achievement, fitness, and good health.

### *Youth Sports Office*

**Hours of Operation:** 0730 – 1600

*During Sports Season, the office will be closed on Mondays.*

**Location:** Building 276022, Lake O'Neill Campground, Camp Pendleton

**Office Number:** 760-725-1790/4188

**Mailing Address:**

ATTN: Youth Sports Office  
Box 555020  
Camp Pendleton, CA  
92055

**Website:** <http://www.mccsCP.com/youthsports>

**Registration:** <http://cpyouthsports.leagueuapps.com>

**Facebook:** <http://www.facebook.com/cpyouthsports>

## Youth Sports Eligibility Criteria

---

### *Youth Athletes*

Legal family members of active duty military, retired military, honorably discharged veterans with 100% service connected disability, and MCCA Employees are authorized patrons in accordance with Base Order 1700.17E.

### *Participation Criteria*

The intent of the program is to ensure that all participants have ample opportunity to participate. All participants are encouraged to attend practices regularly. Those participants who miss both practices during the week may not be allowed to participate in the games that week. The only exception to this rule will be illness, injury or family emergency. The exception will be considered on a case-by-case basis. It is our intent however to maintain program integrity and ensure that everyone gets to participate.

## Age Requirements & Divisions

---

	Baseball	Girls Softball	Basketball	Cheerleading	Flag Football	Soccer
<b>5 Years</b>	T-Ball	N/A	E Div	Pee Wee	D Div	U6
<b>6 Years</b>	T-Ball/Coach Pitch	N/A	D Div	Pee Wee	D Div	U8
<b>7 Years</b>	Coach Pitch	Coach Pitch	D Div	Youth	D Div	U8
<b>8 Years</b>	Coach Pitch	Coach Pitch	C Div	Youth	C Div	U10
<b>9 Years</b>	Minors	Coach Pitch	C Div	Youth	C Div	U10
<b>10 Years</b>	Minors	Coach Pitch/Fast Pitch	B Div	Junior	B Div	U14
<b>11 Years</b>	Minors/Majors	Fast Pitch	B Div	Junior	B Div	U14
<b>12 Years</b>	Majors	Fast Pitch	A Div	Junior	B Div	U14
<b>13 Years</b>	Majors	Fast Pitch	A Div	Junior	N/A	U14/U19
<b>14 Years</b>	Majors	Fast Pitch	A Div	Junior	N/A	U19
<b>15-18 Years</b>	N/A	N/A	N/A	N/A	N/A	U19

### *Age Cut Off Dates*

Child must be 5 years old by the 4th scheduled game in the season, and child may not be 19 years old prior to the 4th scheduled game & must still be in high school.

### *Aging Up*

In order for a child to be moved up an age division, he/she must have at least 2 seasons of experience in the sport listed on the child's registration form. That player must be within (1) one year of that division's age group (i.e.: an 8 year old will not be advanced to the 10-12 year old age group).

### *Aging Down*

Parents may request to hold back a player from their normal age group if that player has a diagnosed developmental delay, or a physical or cognitive disability. Appropriate medical documentation of disability must be provided, with health care provider recommendation. Youth Sports may evaluate that player prior to a final decision. If it is judged that the participant's skill/emotional level exceeds the requested level of play, they will be returned to their age appropriate division.

### *Inclusion and Special Needs*

CPYS is proud to practice inclusion throughout all sports, and welcomes all skill levels and abilities. Together with EFMP, and the Inclusion Action Team (IAT), we will determine the best way to accommodate your child in our sports program. In the unlikely event that reasonable accommodations cannot be made without fundamentally altering the nature of the program, Youth Sports and EFMP will explore the abundance of activities and opportunities aboard Camp Pendleton that will be better suited for the abilities of your child.

IAT Packets will need to complete in full by any participant with a special need. These are available online and in the Youth Sports Office.

## **Team Selection**

---

Teams are divided by age & housing area. Siblings within the same age division are automatically placed on the same team, unless otherwise requested by parent/guardian. Youth Sports will create balanced teams based on age, experience, and gender.

Carpooling and coach requests are not a priority when selecting teams.

## **Safety Policies**

---

### *Safety*

It is the policy of Camp Pendleton Youth Sports to keep all playing sites safe and free of anything that could put a child in danger. In doing so, we follow the National Standards for Youth Sports. In keeping with these standards, Drug, Alcohol, Tobacco Products, Electronic Cigarettes, and Pets are not allowed at any Youth Sports function. Service dogs with appropriate vests will be allowed at our Youth Sports Events.

### *Touch Policy*

Touch is absolutely necessary for the nurturance and development of children. MCCS Youth Sports will provide standard procedures addressing appropriate touch. At a minimum, MCCS Youth Sports Volunteers will adhere to the following procedures:

#### APPROPRIATE TOUCH INVOLVES:

- Recognition of the importance of physical contact to child nurturance and guidance.
- Adults respecting the personal privacy and personal space of children.
- Adults responding to the safety and well-being of the child (i.e. holding hands to cross the street, assisting when a child has an accident, holding a child gently but firmly in a bear hug when the child may endanger himself/herself or others when upset).
- Modeling of appropriate touching such as high-fives, a quick hug, pat on back of head, handshake or other similar types of contact.
- Children have the option to refuse touch except to ensure the safety of other children.

#### INAPPROPRIATE TOUCH INVOLVES:

- Coercion or other forms of exploitation of the child's lack of knowledge. Satisfaction of the adults needs at the expense of the child.
- Violation of laws against sexual contact between an adult and child.
- An attempt to change child behavior with adult force often applied in anger.
- Examples of inappropriate touching includes: forced goodbye hugs and kisses, corporal punishment, slapping, striking, pinching, tickling for prolonged periods, grabbing or pulling a child toward you in anger, fondling, or molestation.

### *Hot Weather Guidelines*

Pre-cautions must be taken to prevent heat-related problems. The following should be considered when scheduling practice: time of day, intensity level of practice, equipment worn and environmental conditions. High temperature and a high humidity create a dangerous situation for the athletes. However, a high humidity and low temperature can cause serious heat-related problems.

<b>“Green Flag”</b> (85° - 90°)	<ul style="list-style-type: none"> <li>•Marginal Heat Stress Limit.</li> <li>•Use Caution and preventative measures when exercising.</li> <li>•Optional water breaks every 30 minutes for 10 minutes duration.</li> </ul>
<b>“Yellow Flag”</b> (91° - 94°)	<ul style="list-style-type: none"> <li>•Mandatory water breaks every 15 minutes.</li> <li>•Use Caution and preventative measures when exercising.</li> <li>•Watch &amp; monitor athletes carefully for necessary action.</li> <li>•Drink 1-2 quarts of cool water per hour.</li> </ul>
<b>“Red Flag”</b> (95° - 98°)	<ul style="list-style-type: none"> <li>•Mandatory water breaks every 15 minutes.</li> <li>•Use Caution and preventative measures when exercising.</li> <li>•Watch &amp; monitor athletes carefully for necessary action.</li> <li>•Drink 2 quarts of cool water per hour.</li> <li>•Reduce time of outside activity as well as indoor activity if air conditioning is not available.</li> </ul>
<b>“Black Flag”</b> (99° and up)	<ul style="list-style-type: none"> <li>•Stop all outside activity in practice and play and stop all inside activity in air conditioning is unavailable.</li> </ul>

## Coaches of Youth Sports

---

Coaches are volunteers and must be at least 18 years of age to be a Head coach, or 16 years of age to be an assistant coach and approved by the Youth Sports Department. Coaches will receive a letter of appreciation (LOA) and 112 hours of volunteer service after completion of season.

### *Coaches' Packets*

Coaches will be selected based on experience and interest. Individuals interested in coaching must apply through the Youth Sports Registration website (<http://cpyouthsports.leagueapps.com/coaching>). Only returning Head coaches have priority to return to their team if they are remaining within the same division.

### *Background Checks*

All persons applying to be a coach of a youth sports league are required to successfully complete a criminal background check. The ultimate decision to determine successful completion and fulfillment of the criminal background check is at the discretion of the Youth Sports Coordinator/Manager and/or Athletic Director.

All applicants will sign the background check as signed under penalty of perjury, and additionally sign a volunteer agreement. Evaluation of criminal history background checks are made and monitored by the Youth Sports Manager and/or Youth Sports Coordinator.

Refusal to fulfill a background check will be considered an automatic disqualifier for the applicant refusing.

### *Coaches' Meeting*

All coaches will attend a mandatory seasonal Coaches Meeting that is held 2-3 weeks before the start of every season. There, they will be trained in the specific sport they are coaching and become certified through National Youth Sports Coaches Association.

Coaches will be placed with the same team as their child unless otherwise requested. In the event that there is only an assistant coach for a team, he/she will start the season as the only coach until a head coach has been registered.

### *Team Parents*

Team Parents are to be determined by the parents and the coach. Team Parents are encouraged, but not required.

### *Money Collection*

Parents may choose not to participate in any type of money collection or fundraising event. Coaches are to be extremely transparent with all parents regarding the breakdown of costs and how the earnings will be used.

Receipts are to be kept for 90 days after the season ends in order to resolve any unforeseen discrepancies.

## **Registration**

---

All registrations are handled through the registration website (<http://cpyouthsports.leagueapps.com>) during the designated registration time periods. The Youth Sports Staff can request to see proof of child's age (birth certificate or dependent I.D. card) at any point of the season.

### *Registration Fees*

Registration fees are the following:

\$54 per child, there is a \$5 discount for each additional child registered.

All registration transactions will be made via credit card online. Patrons wishing to pay by cash or check may do so by coming into the Youth Sports Office.

Coaches who have children participating will receive a \$10.00 refund at the end of season per request.

Due to limited spaces in our sports programs, it is common for the league to reach capacity. Once a league reaches capacity, all registrants will be added to a waiting list. Children will be pulled from the waiting list until the 4<sup>th</sup> scheduled game in the season.

Children on the waiting list are not guaranteed to be assigned to a team. Late entries will be assigned according to availability, not by choice of team or coach.



## *Refunds*

Refunds will be given up until the 4<sup>th</sup> scheduled game in the season. Refunds will only be given to those with the return of the unaltered uniform to Youth Sports. Patrons will receive a refund in the method of payment they paid with.

## **Team Practices**

---

Practices are held a minimum of 2 times a week at one hour each, and no more than 3 times a week totaling no more than 4 hours a week. Additional practice times must be approved by the Youth Sports Coordinators. Coaches determine time & place of practices. Practices will be held at facilities close to the designated housing areas.

### *Authorized Practice Facilities*

Practices sessions must be conducted using facilities aboard military installations. Practices with city/county teams outside the military installations wearing MCCS uniforms and using MCCS equipment will not be authorized.

### *Practice Courtesies, Parent Responsibilities*

Please adhere to your practice times as assigned. Parents are required to pick up their children from practice promptly at the conclusion of their scheduled practice. Coaches are responsible for the accountability of all children during scheduled practice times only. Participants who miss 2 practices during the week may not be allowed to participate in the games that week. The only exception to this rule will be illness, injury or family emergency.

If participants are not picked up within fifteen (15) minutes of completion of practice, or special arrangements made, Youth Sports Staff and coaches reserve the right to contact PMO.

## **Officials**

---

Youth Sports officials are members of Camp Pendleton Officials Association (CPOA) & are contracted through MCCS Semper Fit Division. Officials provide necessary officiating knowledge, skills, education & experience under the guidance of the Youth Sports Office.

Different age divisions require a different number of officials. Each age division has their own set of by-laws that the officials follow as well as national rules: NFHS Baseball Rules, ASA Softball Rules, FIFA Soccer Rules, NFHS Basketball Rules, and SCMAF Football Rules.

## Youth Sports Disciplinary Action Procedure

---

Youth Sports will not tolerate any inappropriate/negative behavior or actions from anyone (including youth, parents, spectators, officials, staff, bystanders, etc.) in any sport in our league. Our sports are designed to implement the fundamentals of every sport and should be safe at all times. In order to keep Youth Sports safe and fun for everyone, disciplinary procedures will be taken against those who are breaking the rules. Anyone who directly violates rules, regulations, policies or procedures will be subject to disciplinary actions.

It is purely up to the MCCS Youth Sports Staff's discretion whether someone is violating a rule, regulation, policy or procedure. Youth Sports Staff may take disciplinary action measures at any time. The disciplinary procedures will consist of four levels. Depending on the seriousness of the matter, Youth Sports Staff may advance to any level at any time.

	<b>ACTION(S)</b>	<b>CONSEQUENCE(S)</b>
<b>Warning</b>	Any action that goes against the code of ethics agreement Other offenses deemed Warning Level Offenses	A verbal warning will be given by a Youth Sports Staff Member
<b>Level One</b>	Excessive Profanity Taunting/Baiting Argumentative/Unruly behavior Failure to comply after Warning Failure to comply with Smoking/ Tobacco Policy Other offenses deemed Level One Offenses	Immediate removal from site.
<b>Level Two</b>	Verbal Abuse Inciting unruly behavior Abuse/Damage to Property Other Offenses deemed Level Two Offenses	Immediate removal from site; one week ban from all Youth Sports related activities and events.
<b>Level Three</b>	Fighting Verbal/Written Threats Possession/Use of Alcohol/Drugs Other Offenses deemed Level Three Offenses	Immediate removal from site. Season suspension.*
<b>Level Four</b>	Physically assaulting a patron, official or staff member Weapons Possession/Use Other Offenses deemed Level Four Offenses	Immediate removal from site; two year ban from all Youth Sports related activities and events. (possible criminal offense)*

*\*Level three and four offenders must petition to appear before the Youth Sports Manager/Coordinator and/or Athletic Director to seek reinstatement after their ban expires.*

#### *Ejections & Suspensions*

Coaches, players and spectators shall be subject to ejection from the game and playing area by the officials or Youth Sports staff for misconduct. Coaches, players, and spectators ejected will not be eligible to attend or participate for the remainder of the game and/or the following scheduled game.