

**APPENDIX K
CYSS TOUCH POLICY**

1. All personnel, FCC Providers, contractors and volunteers will review and sign the touch policy.
2. The garrison CYSS touch policy is applicable to all CYSS settings. The policy has been coordinated with the Army Community Services (ACS), Family Advocacy Program Manager (FAPM), Social Work Service (SWS), and Staff Judge Advocate (SJA) Offices. All CYSS personnel will review and sign the policy during orientation training, and annually thereafter. The policy will be available in written form for parents.
3. The CYSS Touch Policy addresses appropriate versus inappropriate touching.

a. Appropriate touching includes the following:

- (1) Recognition of the importance of physical contact to child nurturing and guidance.
- (2) Adult respect for personal privacy and the personal physical space of children.
- (3) Responses affecting the safety and the well being of the child (for example, holding hands of child when crossing the street; holding child gently but firmly during a temper tantrum).
- (4) Direct services personnel modeling appropriate touching.

b. Examples of appropriate touching for preschool children include hugs, lap sitting, reassuring touches on the shoulder, rest time back rubs for a tense child, and assistance with toileting provided for in training. For school and middle school/teen youth: handshakes, pats on the back, high 5's.

c. Inappropriate touching involves the following:

- (1) Coercion or other forms of exploitation.
- (2) Satisfaction of adult needs at the expense of the child.
- (3) Attempts to change child behavior with adult physical force, often applied in anger.
- (4) Negative concepts of "striking out" to respond to a problem.

d. Examples of inappropriate touching include forced good-bye kisses, corporal punishment, slapping, striking or pinching, prolonged tickling, fondling, or molestation.

4. CYSS management personnel will discuss touch issues with CYSS direct service personnel, FCC Providers, volunteers, and contractors before providing care.
5. Inappropriate touching will result in consideration of dismissal of employees, volunteers and contractors, or closure of the FCC home, and could result in criminal charges.

I have read and understand the CYSS Discipline Policy

Employee's Signature

Supervisor's Signature

Date

Date

APPENDIX J DISCIPLINE POLICY

1. All personnel, FCC Providers, contractors, and volunteers will review and sign the discipline policy.
2. Personnel will discipline children in a consistent way, based on an understanding of individual needs and behaviors of children at varying developmental levels. Simple, understandable rules will be established so that expectations and limitations are clearly defined.
3. Discipline will be constructive in nature, including such methods as diversion, separation of the child from certain situations, praise of appropriate behavior, or gently holding a child.
4. A child may not be punished by spanking, pinching, shaking, or by other corporal punishment; by isolation away from adult sight/contact; by confinement in closets, boxes, or similar places; by binding or restraint of movement of mouth or limb; by humiliation, verbal abuse or a harsh tone of voice; or by deprivation of meals, snacks, outdoor play opportunities, or other program components. Personnel will receive conflict resolution training with techniques applicable to children.
5. Short-term restrictions on the use of specific play materials and equipment or participation in specific activity are permissible.
6. Children in CYSS may not be punished for lapses in toilet training or refusing to eat.
7. Highchairs and cribs in CYSS will not be used for disciplinary purposes.
8. The "time out" method of discipline will not be used.
9. Caregivers will work at increasing children's appropriate behavior by using three techniques.
 - a. Focus Time: Each child, each day, will have a caregiver's focused, individual attention as often as possible.
 - b. Positive Reinforcement: Reward desired behavior.
 - c. Effective Praise: Praise that is specific, immediate, and sincere.
10. Caregivers will decrease children's inappropriate behavior by using the following methods.
 - a. Extinction: Ignoring behaviors that are undesirable but not dangerous or destructive.
 - b. Redirection: Replacing an inappropriate expression of behavior with an appropriate expression of the behavior.
 - c. Modifying the Environment: Taking children outside, going on field trips, putting toys away that are causing problems, and reorganizing space in the room.
 - d. Choosing Appropriate Consequences: Setting reasonable and relevant consequences that are consistently applied each time the behavior occurs.
 - e. Staff/providers will consult their center director or program director regarding children who exhibit severe and continuing behavior problems.
11. Severe cases of misbehavior will be individually addressed after all other options are exhausted (SNAP, observations, training). In cases of severe misbehavior, a child may be placed in another setting in the center, provided an alternate care option or removed from the program, if deemed necessary by the above mentioned options.

I have read and understand the CYSS Discipline Policy

Employee's Signature

Supervisor's Signature

Date

Date



CODE OF ETHICS

I hereby pledge to live up to my certification as a NAYS Coach by following the NAYS Coaches' Code of Ethics:

- I will place the emotional and physical well being of my players ahead of a personal desire to win.
- I will treat each player as an individual, remembering the large range of emotional and physical development for the same age group.
- I will do my best to provide a safe playing situation for my players.
- I promise to review and practice basic first aid principles needed to treat injuries of my players.
- I will do my best to organize practices that are fun and challenging for all my players.
- I will lead by example in demonstrating fair play and sportsmanship to all my players.
- I will not cheat or engage in any form of unethical behavior that violates league rules.
- I will provide a sports environment for my team that is free of drugs, tobacco, and alcohol, and I will refrain from their use at all youth sports events.
- I will be knowledgeable in the rules of each sport that I coach, and I will teach these rules to my players.
- I will use those coaching techniques appropriate for all of the skills that I teach.
- I will remember that I am a youth sports coach, and that the game is for children and not adults.

Coach Signature

Date

FOR OFFICIAL USE ONLY

VOLUNTEER AGREEMENT FOR

 APPROPRIATED FUND ACTIVITIES NONAPPROPRIATED FUND INSTRUMENTALITIES

PRIVACY ACT STATEMENT

AUTHORITY: 10 U.S.C. 1588, Authority to accept certain voluntary services; 5 U.S.C. 3111, Acceptance of volunteer service; and DoDI 1100.21, Voluntary Services in the Department of Defense.

PRINCIPAL PURPOSES(S): To acknowledge and document Volunteer Agreement for Appropriated Fund Activities or Nonappropriated Fund Instrumentalities before a statutory individual is allowed to provide volunteer services.

ROUTINE USES: There are no specific routine uses anticipated for this information; however, it may be subject to a number of proper and necessary routine uses that are identified in each of the following systems of records notices: (1) A0608b DFSC, Personal Affairs: Army Community Service Assistance Files (at <http://dpcld.defense.gov/Privacy/SORNSIndex/DoD-wide-SORN-Article-View/Article/570084/a0608b-cfsc/>); (2) NM01754-2, DON Family Support Program Volunteers (at <http://dpcld.defense.gov/Privacy/SORNSIndex/DoD-wide-SORN-Article-View/Article/570427/nm01754-2/>); and (3) F036 AFDPC, Family Services Volunteer and Request Record (at <http://dpcld.defense.gov/Privacy/SORNSIndex/DOD-wide-SORN-Article-View/Article/569815/f036-af-dp-c/>).

DISCLOSURE: Voluntary; however, lack of a signed Volunteer Agreement will limit Government support and eliminate certain benefits to individuals donating voluntary services to Appropriated Fund Activities and Nonappropriated Fund Instrumentalities.

PART 1 - GENERAL INFORMATION

1. NAME OF VOLUNTEER (Last, First, Middle Initial)	2. NAME OF PARENT/GUARDIAN (If volunteer is under age 18) (Last, First Middle Initial)	3. VOLUNTEER IS (Select one) <input type="checkbox"/> AGE 18 OR OVER <input type="checkbox"/> UNDER AGE 18
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4. TELEPHONE NUMBER (Include Area Code)	5. E-MAIL ADDRESS
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PART II - VOLUNTEER ASSIGNMENT (to be completed by Accepting Official)

6. INSTALLATION/COMPONENT ACTIVITY	7. ORGANIZATION/UNIT WHERE SERVICE OCCURS	8. PROGRAM WHERE SERVICE OCCURS	9. ANTICIPATED DAYS OF WEEK	10. ANTICIPATED HOURS
Joint Base Lewis-McChord, WA	CYS	SPORTS	VARIES	VARIES

11. DESCRIPTION OF VOLUNTEER SERVICES

See volunteer position description(s) listed in VMIS.

PART III - VOLUNTEER CERTIFICATION

12. CERTIFICATION

I expressly agree that my services (or those of my minor child) are being provided as a volunteer and that I will not be an employee of the United States Government or any instrumentality thereof, except for certain purposes relating to compensation for injuries occurring during the performance of approved volunteer services, tort claims, the Privacy Act, criminal conflicts of interest, and defense of certain suits arising out of legal malpractice. I expressly agree that I am neither entitled to nor expect any present or future salary, wages, or other benefits for these voluntary services. I agree to be bound by the laws and regulations applicable to voluntary service providers, to participate in any training required to perform assigned voluntary duties, and to follow all installation, unit and organization rules and procedures applicable to the voluntary services I (or my minor child) will be providing.

a. SIGNATURE OF VOLUNTEER	b. SIGNATURE OF PARENT/GUARDIAN (If volunteer is under age 18)	c. DATE SIGNED (YYYYMMDD)
13.a. NAME OF ACCEPTING OFFICIAL (Last, First, Middle Initial)	b. SIGNATURE	c. DATE SIGNED (YYYYMMDD)

PART IV - TO BE COMPLETED AT END OF VOLUNTEER'S SERVICE BY VOLUNTEER SUPERVISOR AND SIGNED BY VOLUNTEER

14. AMOUNT OF VOLUNTEER TIME DONATED	a. YEARS. (2,087 hours = 1 year)	b. WEEKS	c. DAYS	d. HOURS	15. SERVICE END DATE (YYYYMMDD)
16.a. VOLUNTEER SIGNATURE	b. PARENT/GUARDIAN SIGNATURE (If volunteer is under age 18)	17.a. NAME OF SUPERVISOR (Last, First, Middle Initial)	b. SUPERVISOR'S SIGNATURE	c. DATE SIGNED (YYYYMMDD)	

Army Child, Youth & School (CYS) Services Sports & Fitness Program

Sports Coaches / Officials / Sports Volunteers INDIVIDUAL DEVELOPMENT PLAN (IDP)

Note: This IDP is used for volunteer coaches, officials or any other sports & fitness program volunteers to track mandatory training and background checks.

NAME:	INSTALLATION: <p style="text-align: center;">JBLM</p>	CYS PROGRAM ASSIGNED: <p style="text-align: center;">YOUTH SPORTS</p>
START DATE OF VOLUNTEER SERVICE:	SPORTS ASSIGNED: <input type="checkbox"/> Baseball <input type="checkbox"/> Cheerleading <input type="checkbox"/> Basketball <input type="checkbox"/> Swimming <input type="checkbox"/> Soccer <input type="checkbox"/> Track <input type="checkbox"/> Football <input type="checkbox"/> Other	Date Cleared to Volunteer: (all background checks completed and/or cleared PRB)
CELL PHONE:		EMAIL:
WORK PHONE:		
BACKGROUND CHECKS (Local Checks) <i>(Complete prior volunteering)</i>	DATE of COMPLETION:	S&F Director INITIALS:
Army Central Registry (Mental Health)		
Local Military Police (MP)		
Criminal Investigation Division (CID)		
Civilian Law Enforcement Records Check (CONUS Only)		
Alcohol & Drug Prevention and Control		
Former/Current Employer Reference		
1. TOUR FACILITY / FIELDS		
2. CYS ORIENTATION		
<ul style="list-style-type: none"> • REVIEW CYS SOP'S (Touch& Guidance; Late pick-up procedures & Release Procedures) • REVIEW ROLE of VOLUNTEERING • Ages and Stages – Age Appropriate Learning Activities • REVIEW RATIOS AND OTHER RISK MANAGEMENT MEASURES – (Ratio will not exceed – 1 adult to 15 children/youth) • FACILITY ACCESS, Adverse Weather, Fire Prevention, Evacuation & Emergency Procedures 		
TRAINING		
Recognizing, Reporting & Prevention Abuse (CHILD/YOUTH)-Talia's Law NAYS Child Abuse Training		
National Youth Sports Coaches Association (NYSCA) Certification NAYS Concussion Training		
Read and Sign NYSCA Code of Conduct.		
Read and Sign CYS Guidance and Touch Policy.		
First Aid Procedures - "Hands Only CPR"		
Volunteers are NOT required to take any of the Army required annual training that Child, Youth & Schools Services employees must complete, for example, Anti-terrorism, Annual IT, Prevention of Sexual Harassment, Violence in the Workplace, Domestic Violence Awareness, Acquisition Management. Sports and Fitness Directors are responsible for ensuring that all sports & fitness volunteers complete required training. Arranging and documenting training for sports and fitness volunteers is the responsibility of the CYS Sports and Fitness Director.		
VERIFICATION OF COMPLETION OF TRAINING		
SIGNATURE OF Volunteer:	DATE:	
SIGNATURE OF S&F Director:	DATE:	