DEPARTMENT OF THE NAVY
BUREAU OF NAVAL PERSONNEL
WASHINGTON, D.C. 20370-5000

IN REPLY REFER TO

BUPERSINST 1710.21
Pers-651
04 OCT 1993

BUPERS INSTRUCTION 1710.21

From: Chief of Naval Personnel

Subj: NAVY YOUTH RECREATION PROGRAM

Ref: (a) BUPERSINST 1710.11B
(b) NAVCOMP MANUAL VOL 7 #075500
(c) NAVFAC P-80
(d) NAVMILPERSCOMINST 5890.1
(e) OPNAVINST 5510.1H
(f) NAVMILPERSCOMINST 5300.1
(g) OPNAVINST 11104.1

Encl: (1) Program Operation
(2) Program Requirements
(3) Staff Requirements
(4) Child Abuse/Neglect Guidelines
(5) NAVPERS 1710/22(11-92), Volunteer Information Form and Personnel Background Checks
(6) NAVPERS 1710/21(11-92), Youth Recreation Program Annual Report

1. Purpose. To provide revised policy and guidance for the operation and management of a Navy Youth Recreation Program in order to ensure and promote quality recreation activities for youths on naval installations per references (a) through (g).

2. Cancellation. NAVMILPERSCOMINST 1710.8A

3. Policy and Scope. It is the policy of the Navy to provide naval personnel and their family members with programs which effectively contribute to their morale and well-being. Youth recreation programs relate to the quality of life enhancement in the Navy community. The Navy Youth Recreation Program should be operated as an element of the Navy Recreation Program as prescribed in reference (a).

a. The policy and guidance set forth in this instruction shall be applicable to all youth recreation programs operated on naval installations under the auspices of the Chief of Naval Personnel (CHNAVPERS) (Pers-65).

b. The Navy Youth Recreation Program shall be operated without discrimination as to race, color, sex, national origin, religious belief, or grade or rank of sponsor.

4. Responsibilities

a. Chief of Naval Personnel (Pers-65) shall:

(1) Develop and provide program policies and parameters for the operation of Youth Recreation Programs.

(2) Monitor program operation to ensure compliance with established policies, procedures, and guidelines set forth in reference (a) and this instruction.

(3) Provide technical assistance and training to commands.

b. Commanding officers administering youth recreation programs on board Naval installations shall:

(1) Survey surrounding community and assess the need for a Navy-operated Youth Recreation Program.

(2) Establish and operate a Navy Youth Recreation Program where warranted and justified.

(3) Assure operation of Navy Youth Recreation Program is according to established Navy policies, procedures, guidelines, and the guidance and policies in enclosures (1) through (6) of this instruction.

(4) Establish local program and facility operating policies and procedures.

(5) Complete enclosure (6) to verify compliance with the requirements set forth in this instruction and forward to the Community and Outdoor Recreation Section (Pers-651C) by 2 December annually.

5. Action. Commanding officers administering youth recreation programs on board Naval installations shall ensure compliance with the requirements set forth in this instruction.

6. Report and Forms

a. Report control symbol BUPERS 1710-13 is assigned to the reporting requirement contained in paragraph 4b(5), and is approved for 3 years from the date of this instruction.

b. The following forms are available from Morale, Welfare and Recreation Training Unit (MWRTU), Naval Air Station, Patuxent

River, MD 20670, DSN 326-3821 or commercial (301) 826-3821:
NAVPERS 1710/21(11-92), Youth Recreation Annual Report.
NAVPERS 1710/22(11-92), Volunteer Information Form.

R. S. ZLATOPER

Distribution:
Commanding Officers Administering Recreation Activities

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Chief of Naval Personnel (Pers-651) (300 Copies)

PROGRAM OPERATION

1. Program Objectives. The Navy Youth Recreation Program should:

a. Offer youths 6 to 17 years of age an opportunity to engage in a variety of age-appropriate recreation activities that promote the psychological, social, and physical well-being of each child.

b. Provide a staff with knowledge and understanding of youth leisure needs, development characteristics, and age-appropriate recreation activities.

c. Implement and facilitate a variety of recreation activities based on the participant's abilities and interests. These activities should provide opportunities which:

(1) Promote physical fitness.

(2) Develop positive self-concepts.

(3) Allow creative expression.

(4) Develop leadership skills and initiative.

(5) Foster moral development and community membership.

(6) Emphasize values of cooperation and interdependence.

(7) Assist in discovering positive uses of leisure time.

(8) Develop lifelong recreation skills.

(9) Function as a vehicle for intellectual, social, and physical achievement.

(10) Create avenues for cultural exchanges and understanding.

(11) Encourage self-reliance and independence.

d. Offer programs and facilities that use age-appropriate recreation equipment and furnishings [enclosure (2)].

e. Support Navy readiness and retention by providing recreational alternatives that assist in: (1) deterring youth drug/alcohol abuse, child abuse, youth suicide, youth crime and vandalism, and loneliness; and (2) overcoming the stress of frequent relocation and adjustment to new peer groups.

f. The Navy Youth Recreation Program serves as a supplement to, not a substitute for, the family which is the primary agent for the development of a child.

2. Eligibility

a. Military family members 6 to 17 years of age (or still enrolled in high school) are authorized to participate in the Navy Youth Recreation Program. Reference (a) provides additional eligibility requirements. (Note: Youths who have graduated from high school are eligible to participate until the commencement of the quarter or semester immediately following their graduation.)

b. The Navy Youth Recreation Program is primarily intended for youths ages 6 to 17. However, recreation activities for preschool-aged children, e.g., organized classes, sports leagues, etc., may be included as part of the program. It is not the purpose or intent for the Navy Youth Recreation Program to sponsor or to operate formalized preschools. Preschools are to be operated per OPNAVINST 1700.9C.

3. Operational Procedures. Local operating instructions should be developed for each youth recreation program and facility to govern the following areas: hours of operation; membership and registration procedures; recreation program areas and objectives; fees and charges; awards and prizes; safety regulations and requirements; emergency procedures; fire prevention and evacuation procedures; and other rules and regulations concerning behavior, dress code, and other matters the commanding officer deems necessary.

a. Appropriate forms should be developed to regulate and facilitate operational procedures. These include registration forms, facility attendance reports, participation reports, payment receipts, incident reports, discipline/behavior reports, and emergency information forms.

b. The Navy Youth Recreation Program should keep community resource files for information and referrals to parents and youths with special needs that cannot be accommodated by the recreation program.

c. The Navy Youth Recreation Program will make reasonable efforts to accommodate an exceptional child. When the Navy Youth Recreation Program cannot accommodate the child, the youth director will provide a listing of any local community resources which are available for that child.

d. The facility hours of operation and program schedule should allow for maximum use and participation by eligible participants. The hours of operation and program schedule should coincide with the participant's free time (i.e., after school, evenings, weekends, and holidays).

4. Funding. The Navy Youth Recreation Program is operated as an element of the Morale, Welfare, and Recreation (MWR) Program as a Category B activity. The use of appropriated funds (APF) per reference (b) is authorized and encouraged.

a. Fees and Charges. Commanding officers administering youth recreation programs on Naval installations shall approve the fees and charges to be assessed to program participants in an effort to help defray the cost of operating the Youth Recreation Program. The use of a sliding scale based on the sponsor's rate or rank, the youth's age or grade, the number of family members, or club or program membership is authorized when establishing a fee structure. The Navy Youth Recreation Program is not required to generate a profit or be 100 percent self-sufficient.

b. Program Revenue Generators. The following methods can be used individually or in combination to support the Youth Recreation Program:

(1) The establishment of membership fees on a daily, weekly, monthly, quarterly, or yearly basis is authorized for use of youth recreation facilities or equipment.

(2) The United States Department of Agriculture (USDA) Child Nutrition Program may be available to supplement the cost of food service programs.

(3) The Navy Youth Recreation Program may not actively solicit donation of funds, supplies, or equipment where provided for in reference (a). This does not prohibit application for private or public grants.

(4) Snack bars may be operated in Youth Recreation Program facilities per reference (a).

(5) Commands are authorized and encouraged to obtain funds through the local Combined Federal Campaign.

(6) The Navy Youth Recreation Program is authorized to conduct fund raising events, i.e., carnivals, fun runs, tournaments, etc., per reference (a).

5. Advisory Committees/Youth Councils

a. An advisory committee will be established to provide the commanding officer with recommendations for improving the services and operation of youth programs.

b. A youth council will be established to provide the youth program manager with recommendations for improving the services and operation of youth programs.

c. It is recommended that the advisory committee and youth council meet at least quarterly. The advisory committee should include a chairperson (appointed by the commanding officer), the Youth Recreation Program Manager, and representatives from command-sponsored private organizations and ashore and afloat departments, divisions, or organizations that are directly involved with the youth population, programs/facilities, and parents. The youth council should include a chairperson (elected by the council) and a representative cross section of the youth population. One member of each advisory committee and youth council shall represent the interest of youths living in on-base, off-base, and civilian housing.

6. Parental Involvement

a. Parents should be informed of scheduled programs and be provided opportunities to observe or participate in the activities.

b. A parent should be provided a handbook or brochure that includes information on fees and charges, hours of operation, as well as the policies, procedures, rules, and regulations for the program or activity.

c. The youth program staff should be available to talk to parents before, during, and after an activity or event.

d. A participant registration form with emergency information should be completed annually or as often as necessary by the sponsor.

e. Parents should be informed of any discipline/behavior problems, or accidents/emergencies. These incidents should be documented by the staff.

f. A copy of this instruction and the local youth program and facility operating procedures should be made available to parents.

g. Programs and events that include parents and other family members should be planned and scheduled on a regular basis.

7. Safety Requirements

a. Per Navy Facilities Engineering Command Military Handbook 1000.8A, fire protection requirements for youth centers must adhere to the National Fire Protection Association Code.

b. Navy Youth Recreation Program facilities will adhere to the general planning and design criteria established for Navy facilities as outlined in reference (c). Youth centers will be appropriately designed and constructed to deter and prevent child abuse by providing visual accessibility in all areas and a clear view of the entrance from a central control center.

c. When functioning in their respective positions, protective batting helmets and catcher's equipment must be required for all participants in youth baseball and softball.

d. Protective shin guards must be worn by all participants of youth soccer.

8. Facility Rules and Regulations

a. Smoking and the use of tobacco (including smokeless) is prohibited in or near any Navy Youth Recreation Program or facility.

b. The use of alcoholic beverages, drugs, or drug paraphernalia is prohibited at any Navy Youth Recreation Program or facility. The youth program manager must be notified of any required prescription drugs that are to be taken during program hours.

c. Anyone under the influence of alcohol or drugs will not be allowed in or near the facility.

d. The commanding officer or the youth program manager can suspend program participation privileges for a definite or indefinite period of time for youths who repeatedly violate the rules or regulations.

e. The use of profanity (verbal or nonverbal); hostile or aggressive behavior; or socially unacceptable, affectionate behavior will not be tolerated or permitted in a youth program or facility at any time.

f. Gambling is not permitted in or near a Navy Youth Recreation Program.

g. A Navy Youth Recreation Program participant will be held financially responsible for the repair or replacement of property or equipment intentionally or negligently damaged or destroyed.

9. Awards

a. All youth programs and activities should emphasize maximum participation.

b. It is recommended that primary recognition be given to participation and secondary recognition be given to placement or ranked positions of achievement.

10. Insurance. Bureau of Naval Personnel (BUPERS) (Pers-65) maintains a Central Nonappropriated Fund Self-Insurance Program for property and liability coverage for all programs and events sponsored by MWR departments at naval installations. This coverage provides protection to patrons and guests for any bodily injury and personal property damage that might occur due to some negligence on the part of MWR, as determined by the claims office at the local Navy Legal Service Office that supports each activity. Reference (d) outlines policies and procedures pertinent to the Nonappropriated Fund Risk Management Program.

PROGRAM REQUIREMENTS

1. Program of Activities. The youth program manager shall plan, coordinate, and implement youth recreation programs, classes, and events following the policies and procedures outlined in reference (a) and this instruction. It is recommended that the program manager design a calendar of events on an annual basis, and determine detailed program plans at least 3 months in advance. The youth program areas include, but are not limited to, the following components:

a. Youth Sports and Physical Fitness. An element of youth programming that plans, organizes, and conducts sports leagues, skills clinics, fitness classes, or special sporting events for school-age youths. A comprehensive sports program includes a variety of sport activities, events, and league seasons scheduled throughout the year. Sports equipment and supplies should be the proper type and size for the age and physical capabilities of the participants. The sports rules, regulations, by-laws, structure of competition, and method of recognition are developed by each command. However, the principles and administration of the Youth Sports Program should be consistent with the values and philosophies supported by the National Youth Sports Coaches Association (NYSCA) or other recognized organization.

b. Social/Recreational Activities and Skills. An element of youth programming that plans, organizes, and conducts recreation classes, field trips, outdoor recreation activities, cultural activities, aquatic programs, drama programs, music programs, dance programs, arts and crafts programs, drop-in recreation programs, and special social events. Recreational skills classes emphasize skill development and are usually conducted by contracted instructors using on-base facilities.

c. Before and After School Programs. A Navy Youth Recreation Program that offers organized and supervised recreation activities that are scheduled and conducted during a specified period of time after school hours and/or before school hours. These activities should be recreation-oriented and focus on meeting the leisure needs of school-age youths. The activity schedule should provide opportunities consistent with the program objectives established in enclosure (1), paragraph 1. (Program activity guidance is provided by Pers-651C in an 11-volume set of comprehensive Before/After School Program Guides.) The target population is latch-key, school-age youths. The program is conducted on a daily, weekly, or monthly basis and has a scheduled start date and completion date. The program of activities uses indoor and outdoor, on- and off-base facilities. This program is open to youths in 1st through 6th grades, enrollment of kindergartners is at the discretion of the command. The program includes an element of accountability for the participant's

attendance, and accepts custodial responsibility for youths during the operation of the program. This factor supports the requirement of a mandatory staff/child ratio of 1:15 (one staff member per 15 children).

d. Day Camps. An element of the youth program that offers an organized, supervised, and comprehensive recreation program for youths in 1st through 6th grades, enrollment of kindergartners is at the discretion of the command. The program is conducted during school holidays and summer vacations. These programs should be recreation-oriented and focus on meeting the needs of school-aged youths. Program should consist of arts and crafts, swimming, sports and fitness activities, special events, passive activities, cultural activities, field trips, and social/recreational activities. The program includes an element of accountability for the participant's attendance and accepts custodial responsibility for these youths during the operation of the program. This factor supports the requirement of a mandatory staff/child ratio of 1:15 (one staff member per 15 children).

e. Personal Development. An element of youth programming that plans, organizes, implements, and facilitates recreation programs and classes that emphasize the importance and promote the development of an individual's personal skills and knowledge with regard to adjusting, reacting, coping, preparing, and participating as an active member in society. These programs may include leadership programs, employment referral, job skills/vocational training classes, tutoring programs, volunteer programs, independent living skills, self-reliance programs, and safety courses.

f. Teen Programming. An element of youth programming that plans, organizes, and conducts a variety of recreation activities, classes, and events specifically for junior, middle, and high school age youth participants. Indoor and outdoor, as well as on- and off-base facilities should be used to implement the programs. The program should emphasize and include other components of the youth program such as personal development program, social/sports/recreational activities and skills, and special events. It is important to distinguish between the values and needs of the teen population and those of the younger population.

2. Recreational Tot Program. An element of youth programming that plans, organizes, and implements a recreation program for youth ages 3 to 5. Program may not meet for more than 4 hours per age group per week on a drop-in basis. Program activities must be recreational in nature.

Existing staff should be used to implement the program. A small fee may be charged. Tot programs may also be offered on a special event basis. The program may not be offered during the summer and holiday school breaks. A 1:12 staff/child ratio is recommended.

3. Program Equipment

a. Equipment and materials will be available in sufficient amounts to provide for the needs and interests of all age groups.

b. Consideration will be given to the selection of age-appropriate equipment that meets minimum safety standards and is of suitable quality to accommodate heavy usage.

c. Recommended items include:

(1) Sports Equipment

(a) Basketballs

(b) Basketball goals (permanent and portable)

(c) Volleyballs

(d) Volleyball nets and standards

(e) Floor hockey equipment and nets

(f) Footballs

(g) Flag football flags

(h) Soccer balls

(i) Soccer goals and nets

(j) Gymnastic mats

(k) Balance beams

(l) Mini-trampolines

(m) Tennis rackets and balls

(n) Baseball/softball bats, balls, gloves, helmets

(o) Baseball/softball chest protectors, shin guards, catcher's gloves

(p) Baseball backstops and bases

(q) Batting tees

(r) Field hockey goals and equipment

(s) Playground equipment

(t) Water polo balls and inner tubes

(2) Game Equipment

(a) Table tennis tables and equipment

(b) Pool tables and equipment

(c) Foosball tables

(d) Frisbees

(e) Gym scooters

(f) Parachutes

(g) Tug-of-war rope

(h) Traffic cones

(i) Assorted table games

(j) Croquet set

(k) Hula hoops

(l) Earth ball

(m) Assorted sponge-type balls

(n) Badminton

(3) Fitness Equipment

(a) Jump ropes

(b) Fitness cluster

(c) Playground balls

(d) Exercise bikes, life cycles

(e) Incline sit-up boards

(f) Pull-up boards

(g) Scales with height bar

(4) Arts and Crafts Equipment

(a) Scissors

(b) Paint brushes

(c) Staplers and staples

(d) Assorted paints

(e) Poster board, construction and tissue paper

(f) Crayons, glue, rulers, pencils, pens

(g) Easels

(5) Performing Arts Equipment

(a) Musical instruments

(b) Dance/ballet bars, wall-mounted mirrors

(c) Portable stage

(d) Spotlights

(e) Mirror ball

(6) Miscellaneous Equipment

(a) Stereo equipment

(b) Television

(c) Video cassette recorder

(d) Portable public address system

(e) Ball bags

(f) Ball racks

(g) First aid kits

(h) Ball pumps with needles

(i) Portable scoreboard/timer

(j) Stop watches

(k) Field marker/liner

(l) Tape measures

(7) Appliances

(a) Refrigerator/freezer

(b) Microwave

d. Outdoor Areas. Adjacent to the Youth Center, outdoor areas should include a ballfield, multipurpose field(s)/court(s), and age-appropriate playground(s). Playgrounds will not be the center of youth outdoor programs. They complement a well-rounded outdoor youth program consisting of activities such as sports, outdoor games, biking, hiking, and walking. Playground equipment will focus on upper body activities, (i.e., hand-over-hand or chin-up apparatus, balance beam, stretch apparatus, etc.). Playgrounds should not be enclosed. In warm climates adequate shade needs to be provided. Playgrounds will be checked daily for maintenance, materials/conditions, and general debris. Surfacing materials will be per Consumer Product Safety Guidelines. Picnic tables should also be provided for passive outdoor activities. Water fountains should also be provided or access to water for drinking.

4. Facility Furnishings

a. Furnishings will be appropriate and durable for all age groups.

b. Individual storage should be made available for the personal belongings of children enrolled in before and after school programs and day camps.

c. Furniture should be maintained in a safe, clean, and attractive condition.

d. Recommended furnishings include:

(1) Tables

(2) Folding or stacking chairs

(3) Sectional chairs

(4) Bookcases and magazine racks

(5) Coffee tables

(6) End/lamp tables

(7) Carpeting

(8) Locker/storage systems

5. Research and Assessment

a. To determine the quality and effectiveness of the youth program, a leisure needs assessment must be conducted for the overall youth program or for components of the youth program on an annual basis.

b. The youth recreation director is required to work with base organizations (i.e., Family Services, Military Police, Personal Excellence/Partnership Coordinator) to keep informed of the needs and problems of the base youth population.

c. To assess compliance with established standards of excellence for the Navy Youth Recreation Program, a self-evaluation will be conducted on an annual basis. [Self-evaluation guidance is provided by BUPERS (Pers-651C) upon request.]

STAFF REQUIREMENTS

1. Staff/Child Ratios. The ratio of staff to children must be sufficient to maintain constant supervision and to allow a quick and effective response to an emergency situation. The following minimum staff/child ratios are recommended, except for day camps and before/after school ratios which are mandatory:

Ages	Program	Staff	Children
6-17	Self-Directed Recreation	1 per	25
6-12	Before and After School	1 per	15
6-12	Field Trips	1 per	10
13-17	Field Trips	1 per	15
6-12	Day Camp	1 per	15
6-12	Overnight	1 per	15
13-17	Overnight	1 per	12

a. The staff members to be counted in the ratios are those who have direct supervisory responsibility for the children. Staff members who perform other duties or services (i.e., food service or desk attendants) should not be counted in the ratios. The director, the assistant director, or a designated representative shall be present during all hours of program or facility operation.

b. Trained teen and adult volunteers that are under the direct supervision of a paid staff member may be counted in the supervisory ratio.

c. During the program or facility hours of operation, there shall be a minimum of two adults in attendance with the children at all times. (An adult is someone 18 years of age or older, and no longer enrolled in high school.)

d. An appropriate ratio of male and female staff members to male and female participants should accompany field trips, overnight programs, and day camp activities.

2. Age Groups. When conducting programs, activities, and events, children should be divided into age groups that place them with other children that have similar levels of social, physical, and emotional needs and characteristics. These age groups are: (1) 6 through 8 years of age; (2) 9 through 11 years of age; (3) 12 through 14 years of age; and (4) 15 through 17 years of age.

3. Staff Qualification. Youth programs will be conducted by personnel appropriately trained or experienced in recreation or related field. Staff members should be selected based on their ability to work with school-age children, their understanding of age-group needs and characteristics, and their concern and interest in developing programs to meet the leisure needs of the youth population. The qualifications for the position of youth recreation program Director will be:

a. BS/BA in Recreation or a related field, or

b. Two years of college with a related major and 3 years of experience in recreation as a volunteer or paid staff member; or

c. High school diploma with at least 5 years of experience and training in recreation as a volunteer or paid staff member.

4. Staff Training. In-service staff training is required for all youth program personnel. This training program should be implemented in order for staff members to thoroughly understand and administer youth programs and activities in the best interest of the organization, the program, and the participant. Before working with children, all staff members should receive an orientation to include: (1) program operation and implementation procedures; (2) recreation program and activity philosophy; (3) health and safety principles; (4) parental involvement considerations; (5) fire prevention and evacuation procedures; (6) medical emergency procedures; (7) child abuse reporting procedures; and (8) behavioral incident/disciplinary procedures.

a. In addition to in-service training the use of the BUPERS Detachment, Navy Morale, Welfare and Recreation Training Unit (BUPERS DET MWRTU), Patuxent River, MD and of civilian professional resources, is encouraged.

b. Staff members and volunteers (youth sport coaches) must complete a certified course in first aid and cardiopulmonary resuscitation (CPR). At least one supervisory staff member accompanying a group of children to an aquatic area should have water safety certification. A written record must be maintained for each employee to verify all training.

c. Staff members must be trained in the policies and procedures regarding the recognition, identification, and notification of cases of child abuse/neglect. Enclosure (4) outlines staff child abuse/neglect responsibilities and notification and format.

d. Youth recreation directors are required to complete a minimum of 40 hours, biennially, of formal training related to working with youth in recreation.

e. Navy Youth Staff Training Modules must be completed by all personnel who work with youth. The nine modules must be completed within 1 year. Record of this training must be maintained by the youth director. A certificate will be given to staff upon completion of the module training course. This certification is valid upon transfer to other Navy bases.

5. Personnel Health Requirement

a. Staff members must be in good physical and mental health and free from communicable disease.

b. Smoking is prohibited in all immediate and surrounding areas occupied by the children.

c. Staff members shall maintain a high degree of personal cleanliness and accept the responsibility of setting proper examples for children.

6. Personnel Screening. All personnel working in the Navy Youth Recreation Program, to include support personnel (e.g., custodial workers, bus drivers, etc.), must be screened to ensure no conviction of, admission to, or evidence of acts of child abuse, molestation or neglect, and drug or alcohol abuse. Personal, professional, and educational references shall be reviewed for all applicants prior to employment.

a. National Agency Check (NAC) for nonappropriated fund (NAF) and National Agency Check Inquiry (NACI) for APF shall be completed for all employees occupying positions of trust. Reference (e) defines a position of trust as those individuals responsible for funds and/or inventory in excess of $5,000. For purposes of the Navy Youth Recreation Program, employees in full-time/part-time permanent, intermittent, temporary, and supervisory or activity leader positions are additionally defined as those in positions of trust. Off-base record checks are authorized. Employees must complete appropriate authorization forms for release of information from off-base sources.

b. Employees may be hired pending completion of the off-base record checks, if employment and personal reference checks have been conducted. Per references (e) and (f), employees may be hired and

cleared to begin work as long as the NAC/NACI has been initiated. However, during the interim period while the NAC/NACI is being conducted, the staff member must be under the direct supervision of a staff member who has a successfully completed NAC/NACI.

7. Volunteers

a. The use of volunteers to supplement, complement, and assist with the implementation of the Navy Youth Recreation Program is encouraged. Volunteers shall not serve as a replacement for paid personnel. All volunteers should receive sufficient training before working with children. This training must include information on Navy Youth Recreation Program policy, procedures, and those elements specific to their duty and responsibility.

b. Volunteers shall be screened according to the personnel background check guidelines found in enclosure (5), and be closely monitored and supervised when working with children.

c. Youth sport coaches must receive training before working with children. This training must include, but is not limited to, the psychology of coaching youth sports, safety and first aid, organization of games and practices, and skill and technique development.

d. Volunteers should be properly screened, selected, trained, supervised, evaluated, and recognized. The use of youth/teen volunteers is encouraged.

e. All volunteers must fill out the NAVPERS 1710/22 Volunteer Information Form located on page 2 of enclosure (5). It is recommended that references on these volunteers be checked prior to the next time they assist with the program.

f. A file consisting of information on all volunteers must be maintained by the youth director. The file should include volunteer screening forms and comments from references.

g. The use of teen volunteers is encouraged. However, a background check, to include personal and school references, must be conducted and documented.

h. Volunteers must never be left alone with participants. They must always be within line of sight supervision of a permanent employee except for youth sport coaches.

CHILD ABUSE/NEGLECT GUIDELINES

Child abuse/neglect cases are sometimes identified in youth recreation programs. The suspicion or identification of child maltreatment carries with it significant responsibilities for youth recreation personnel.

1. Youth recreation staff must be trained in the identification and dynamics of child maltreatment.

a. Training must include a thorough awareness of indicators to look for in cases of child abuse/neglect.

b. Youth recreation programs should have a library of resources (i.e., books, pamphlets, etc.) addressing child abuse/neglect for use by staff and parents, when appropriate.

2. Youth recreation staff must have a knowledge of the Navy's Family Advocacy Program (FAP) as outlined in SECNAVINST 1752.3 and OPNAVINST 1752.2. Staff must also be familiar with the child abuse/neglect reporting laws of the state, territory, or country where the program is located. SECNAVINST 1752.3 issues guidelines for the establishment of a Family Advocacy Program on Navy bases. The Family Advocacy Committee is comprised of base service providers and representatives from Navy and civilian agencies likely to be involved in family advocacy cases or issues. In most cases, the director of youth recreation programs should serve as a representative.

3. A medical facility social worker is usually designated as the Family Advocacy Representative (FAR) and is the point of contact for all family violence reports.

a. Reporting requirements for suspected cases of child abuse/neglect shall be carefully followed according to the local base Family Advocacy protocol.

b. Suspected cases of child abuse/neglect must be documented by appropriate individuals.

c. If child abuse or neglect is suspected, supervisory personnel must contact the base FAR. The FAR will contact civilian authorities and other base offices as necessary.

d. All incidents and subsequent action will be documented. If the FAR is not immediately available, call the local Child Protective Service. Every state requires reporting of known or suspected child abuse or neglect.

e. The youth recreation director is responsible for ensuring that there is a complete follow-through on any suspected cases reported by the staff and must work in coordination with the FAR and the appropriate military and civilian agencies.

4. Allegations of child sexual abuse occurring within a Navy-sanctioned youth recreation program have a wide range of consequences. Primary consideration in such cases must be given to the welfare of the children as well as to the community in general.

5. Child sexual abuse in a Navy-sanctioned out-of-home care facility or recreation program requires an immediate report. BUPERS (Pers-65/Pers-66) must be notified by message within 24 hours of the actual or alleged occurrence of child abuse in either command-sponsored child development centers, home-based programs, or youth recreation programs. An ADMIN message, with information copies to chain of command, should include details of incident and status of case investigation. A sample message format is provided on page 3 of this enclosure. Periodic status reports should be forwarded detailing significant information until a final report is submitted. Report control symbol NMPC 1700-2 applies, per OPNAVINST 1700.9C.

6. At a minimum, the following actions should be taken in addition to the required report:

a. Report the case locally to the Family Advocacy Representative at the nearest medical treatment facility and to Naval Investigative Service Command (COMNISCOM).

b. Immediately reassign allegedly involved employee(s) to duties not involving children (personnel records should not reflect an allegation until the investigation is complete).

c. Use the Family Advocacy case review subcommittee, COMNISCOM, and Judge Advocate to manage the case locally.

d. If there appear to be multiple victims, request assistance promptly from BUPERS (Pers-65/Pers-66).

e. The Public Affairs Office (PAO) is the official media contact for incidence occurring in the Navy Youth Recreation Program, and has overall responsibility for releasing information.

SAMPLE MESSAGE FORMAT FOR NOTIFICATION OF CHILD SEXUAL ABUSE ALLEGATIONS

From: (Command)

To: BUPERS WASHINGTON DC//PERS-65//

INFO: (Chain of Command)

SUBJ: NOTIFICATION OF CHILD SEXUAL ABUSE ALLEGATION

REF/A/DOC/CHNAVPERS/__JUN90//

AMPN/REF IS BUPERSINST 1710.21 ON NAVY YOUTH RECREATION /PROGRAM//

RMKS/

1. Per reference a, general text details allegation of child sexual abuse in the Navy Youth Recreation Program at (command).

2. Briefly state:

- Date of alleged incident (YYMMDD)
- Date case reported at installation (YYMMDD)
- Date reported to Child Protective Services (CPS) (YYMMDD)
- Activity where alleged abuse occurred
- Alleged offender's position within activity
- Alleged victim's age, date of birth (YYMMDD), and sex
- Agencies involved in conducting the investigation (FAP, CPS, COMNISCOM, etc.)
- Brief incident description
- What support being provided to parents?
- What future action planned?

3. POC's name and DSN telephone number

NOTE: Sending this report does not obviate the need for sending any other reports that may be required depending on the particular circumstances involved.

PERSONNEL BACKGROUND CHECKS

1. Navy Youth Recreation Program emphasizes quality operating standards, staff training, personnel qualifications and employee screening. In an effort to prevent child abuse, thorough background checks on all potential employees are required. The information gathered will be used to screen individuals for selection to work with children in the Navy Youth Recreation Program.

a. Volunteers, interns, and teen aides require screening. It is contingent upon local activities to check personal, employment, and school references. Page 2 of this enclosure provides a sample of NAVPERS 1710/22(11-92) Volunteer Information Form to be used in screening volunteers. Pages 3 through 5 provide a screening requirement grid for youth program employees.

b. Paragraph 21-12 of reference (e) states that a new investigation is not required if the employee was formerly investigated and the break in service is less than 1 year.

VOLUNTEER INFORMATION FORM

NAME:	
ADDRESS:	
HOME PHONE:	WORK PHONE:
SOCIAL SECURITY NUMBER:	
POSITION APPLYING FOR:	
CURRENT PLACE OF EMPLOYMENT/SCHOOL:	
ADDRESS:	
WORK/SCHOOL PHONE:	SUPERVISOR:
List last three employeres/schools. Include address, phone number and dates employed/attended: 1. _____ _____ 2. _____ _____ 3. _____ _____	
List three personal references including phone number: 1. _____ _____ 2. _____ _____ 3. _____	
AVAILABILITY (Days and hours):	
SIGNATURE	

PRIVACY ACT STATEMENT:
Authority to request this information is 5 U.S.C. 301. The authority to request social security numbers is derived from Executive Order 9397. The purpose of requesting this information is to determine the qualifications, suitability, and availability of applicants for positions within the Youth Recreation Program for reassignment, reinstatement, transfer, or promotion. The information will be used to assess qualification entitlement and overall employment suitability. Completion of information on this form is voluntary. Failure to provide this information may prevent you from receiving full consideration for the position you seek.

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NAVY YOUTH RECREATION PROGRAM
PERSONNEL BACKGROUND CHECKS

Screening Requirements	Who Needs	Initiated By	Responsible Proponent	Time Frame	Verification	Monitored by
National Agency Check (NAC)	A, C, D(NAF only)	Local NAF/Human Resource Office (HRO) POC_____ TEL_____	Defense Investigative Service Command POC_____ TEL_____	Certification completed during first 6 months of employment	NAF personnel/HRO provides written statement that individual NAC was returned with no adverse information	MWR Department
National Agency Check Inquiry(NACI)	A(APF only)	Local NAF/HRO POC_____ TEL_____	Office of Personnel Management POC_____ TEL_____	Completed first 6 months of employment	NAF personnel/HRO provides written statement that individual NACI was returned with no adverse information	MWR Department
Reference Checks: former employers, educational, references and personal references	A, B, C, D	Local NAF HRO POC_____ TEL_____	Youth Program Director POC_____ TEL_____ HRO POC_____ TEL_____	Prior to employment	Documentation in employee file	MWR Department

A = APF & NAF Youth Recreation Program EMPLOYEE APPLICANTS
B = Volunteers
C = Instructors
D = Interns

NAVY YOUTH RECREATION PROGRAM
PERSONNEL BACKGROUND CHECKS

Screening Requirements	Who Needs	Initiated By	Responsible Proponent	Time Frame	Verification	Monitored by
(1) Check local reports of family violence and child abuse/neglect. (2) BUMED check. Request in writing, on letter-head and signed by the CO, to check for past or current indication of family violence. Include signed release statement by perspective employee. Send to Bureau of Medicine and Surgery (MED-092) Washington, DC20372-9120.(3) If there'sconfirmed or suspected violence, BUMED-343 will release the whereabouts of the FAR record and the FAR will need to request that from the previous FAR (4) Maintain records of telephone conversation for reference	A, B C, D A	Youth Program Director POC_____ TEL_____	Family Advocacy Representative POC_____ TEL_____	Prior to employment	Written documentation in employee file completed by FAR to compile the local and Bumed inquiry results	Youth Director

A = APF & NAF Youth Recreation Program EMPLOYEE APPLICANTS
B = Volunteers
C = Instructors
D = Interns

NAVY YOUTH RECREATION PROGRAM
PERSONNEL BACKGROUND CHECKS

Screening Requirements	Who Needs	Initiated By	Responsible Proponent	Time Frame	Verification	Monitored by
Review records For any reports of drugs or alcohol abuse and check with servicing Counseling and Assistance Ctr.	A, B, C	Youth Program Director POC_____ TEL_____	Installation Navy Alcohol/ Drug Safety Action Program (NADSAP) POC_____ TEL_____	Prior to employment	Written Documentation in employee File	Youth Program Director
Check for negative information: misconduct involving children, assaultive behavior, substance abuse, larceny or reloaded misconduct, blotter entries, and police records at assigned installation.	A B, C, D	Local Civilian Personnel Office POC_____ TEL_____	Local Security Office or NIS POC_____ TEL_____	Prior to employment	Written documentation in employee File	Youth Program Director
Check State Criminal History Repositories (SCHR)	A, C	Local NAF/ Civilian Personnel Office POC_____ TEL_____				

A = APF & NAF Youth Recreation Program EMPLOEE APPLICANTS
B = Volunteers
C = Istructors
D = Interns

YOUTH RECREATION PROGRAM ANNUAL REPORT

The following report is to verify compliance with requirements of BUPERSINST 1710-21. Commands with multiple youth recreation programs are to complete one report for each youth program operating at each location (e.g. housing areas).

COMMAND:_____DATE:_____

YOUTH DIRECTOR:_____PHONE:_____

MAILING ADDRESS:_____

_____

COMMANDING OFFICER:_____SIGNATURE_____

SAMPLE

REQUIREMENT	COMPLIANCE		
I. YOUTH PROGRAM	YES	NO	
II. NAVY YOUTH CORE PROGRAM			

Does the youth program offer the following core programs?

	YES	NO
A. Before and After School Program		
B. Day Camp		
C. Youth Sports and Physical Fitness		
D. Teen Program		
E. Social and recreational activities (e.g., classes, drop-in recreation, dances, etc.)		

III. REGISTRATION

Indicate the total number of youths registered in the following programs during the last fiscal year. (Do not indicate total participation, with the exception of "E").

	TOTAL NUMBER
A. Before and After School Program	
B. Day Camp	
C. Youth Sports and Physical Fitness	
D. Teen Program	
E. Social and Recreational Activities (Indicate number of participants who siged into the programs.)	
F. Other_____	

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	YES	NO
Does your program have a waiting list for before/after school program?		
If so, how many are on the list?		
Does your program have a waiting list for the day camp program?		
If so, how many are on the list?		

IV. SUPERVISORY RATIOS

A. Staff/Child Ratio

Are the following staff to participant ratios maintained?

AGE	PROGRAM	STAFF	YOUTH	YES	NO
6-17	Self-Directed Recreation	1	20		
6-12	Before & After School	1	15		
6-12	Field Trips	1	10		
13-17	Field Trips	1	15		
6-12	Day Camps	1	15		
6-12	Overnight	1	12		
13-17	Overnight	1	8		

B. Minimum Supervision

	YES	NO
Is there a minimum of two adults in Attendance to supervise the youths At all times during facility or program hours of operation?		

V. FEES AND CHARGES

Please convert the cost of your programs to represent the following categories (e.g., $40.00 monthly; $10.00 weekly; $2.00 daily). Be sure to fill in each category.

A. Youth Center Membership

	YES	NO
Is there a membership fee to participate in The youth center program?		

Monthly	Weekly	Daily
$	$	$

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SAMPLE

B. Before and After School Program

What is the fee to participate in the before/after school program?

	Monthly	Weekly
Before School		
After School		
Before/After School		
Combined		

C. Day Camp

What is the fee to participate in the day camp program?

	1 Week Session	2 Week Session	Complete Program
Day Camp regular hours			
Extended Day (Additional Fee)			
Combined Fee			

D. Sports Leagues

Does the youth program offer organized youth sports leagues?

YES	NO

What is the registration fee to participate?

Sport:						
Fee per Season:						

Does the youth director coordinate leagues with the community?

YES	NO

VI. TRAINING/CERTIFICATION

	YES	NO
A. Has the youth director received a minimum of 40 hours, biennially, of training related to recreation?		
B Is there documentation to support that each staff member has been trained to work with youth in recreation?		
C. Do youth staff members have current cardiopulmonary resuscitation (CPR) certification?		
D..Do youth staff members have current first aid certification?		

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VII STAFF

A. How many staff members does the youth director supervise?

APF	Full Time:	Part Time:	Temp:	Total:
NAF	Full Time:	Part Time:	Flex:	Total:

B. How many volunteers assisted with your program during the last fiscal year? [ ]

VIII. DIRECTOR QUALIFICATIONS

A. *Director's Education*

Does the youth program director have a BA or BS degree in Recreation, physical education or related field; or two years of College in a related field and three years experience in recreation?

YES	NO

B. *Director's Pay Band/Salary*

In what pay band (or grade level) is the youth director, and what is the Annual salary for that position?

$

IX. FACILITY/EQUIPMENT

	YES	NO
A. Does the youth program operate with a youth center facility?		
B. Is the youth center adequate to meet the needs of the youth population?		
C. If the program does not have a youth center facility, or if the youth center is inadequate, has a construction/renovation project been submitted to correct this deficiency?		
D. Is the facility designed to meet the needs of the program and the use by school-age youth?		
E. Is the facility designed to allow consistent supervision in all activity areas?		
F. Is the facility designed to afford a central control area to monitor individuals entering and exiting the facility?		

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G. What are the youth center hours of operation? (Please use military time.) If the center is open a split shift, indicate all hours of operation below:

	MON	TUES	WED	THURS	FRI	SAT	SUN
Hours Open							
Close							
Open							
Close							

H. Does the youth program receive equipment through the annual O&M,N equipment program?

YES	NO

X. BACKGROUND CHECKS

	YES	NO
A. National Agency Check Has a National Agency Check (NAC) been initiated for all NAF youth program personnel within the first six months of employment?		
B. National Agency Inquiry Has a National Agency Check Inquiry (NACI) been initiated for all APF youth program personnel within the First six months of employment?		
C. Bureau of Medicine Inquiry Has a Bureau of Medicine and Surgery (BUMED) inquiry been conducted for all NAF and APF youth program personnel, volunteers, instructors and interns prior to employment or provision of services?		
D. Counseling and Assistance Center Inquiry Has an inquiry been conducted with the servicing Counseling and Assistance Center (CAAC) to review records or reports of drug or alcohol abuse for all NAF and APF youth program personnel, volunteers, instructors, and interns prior to employment or provision of services?		
E. Local Inquiry Has an inquiry been conducted with the local military police office and Naval Investigative Service (NIS) to review records or reports of negative behavior involving children, substance abuse or criminal misconduct for all NAF and APF youth program personnel, volunteers, instructors, and interns prior to employment?		
F. Personal/Professional Reference Checks Have personal, professional and educational references been verified for all NAF and APF youth program personnel, volunteers, instructors, and interns prior to employment or provision of services?		

SAMPLE

XI YOUTH ADVISORY COMMITTEE/COUNCILS

	YES	NO
A. Youth Advisory Committee Is a Youth Advisory Committee established that consists of adultrepresentatives and provides the commanding officer with recommendations for improving the Youth Recreation Program?		
B. Off-base Parent Representation Does at least one member of the youth advisory committee reside in Civilian housing?		
C. Youth Council Is a youth council established that consists of youths age 12-17 and Provides the youth director with recommendations for improving the Services and operation of the youth program?		
D. Off-base Youth Representation Does at least one member of the youth council reside in civilian housing?		

XII. RESEARCH AND ASSESSMENT

	YES	NO
A. Needs Assessment Is a youth needs assessment conducted for the youth program or for Components of the youth program?		
B. Youth Statistics Does the youth director work with base organizations (i.e., family services, military police to keep informed of the needs and problems of the base youth population?		

SAMPLE

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