



DEPARTMENT OF THE NAVY  
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From: Commander, Navy Installations Command (N9)

Subj: NAVY YOUTH SPORTS AND FITNESS PROGRAM OPERATING MANUAL

Ref: (a) DoD Instruction 6060.4 of 23 August 2004  
(b) OPNAVINST 1700.9E

Encl: (1) Navy Youth Sports and Fitness (YSF) Implementation  
Procedures

1. Sports and physical fitness programming to improve the health of Navy youth and their families is a focal point of Navy Child and Youth Program's (CYP) strategic plan.
2. The Navy Youth Sports and Fitness (YSF) Operating Manual was developed to define, standardize program delivery, and enrich Navy CYP programming Navy-wide. The YSF Operating Manual was developed in partnership with researchers at Pennsylvania State University (PSU) and is based on current research designed to meet the needs of today's youth. Programs are required to implement the standards found in the Navy YSF Operating Manual by the end of FY2014.
3. In order to support the implementation of the Navy YSF program, a comprehensive training and assessment plan has been developed to support installation personnel through the process. Enclosure (1) provides the detailed procedures CYP Programs are required to use in implementing the YSF program requirements and initiatives.
4. CNIC (N926) point of contact is Mr. Brent Edwards at (C) 503-453-9448, or the Navy YSF program email account at [info@navygetfit.com](mailto:info@navygetfit.com).

A handwritten signature in black ink, appearing to read "E. J. Cannon", is located below the list.

E. J. CANNON  
Director,  
Fleet and Family Readiness

Subj: NAVY YOUTH SPORTS AND FITNESS PROGRAM OPERATING MANUAL

Distribution:

All Region/Installation Fleet and Family Readiness Directors  
All Region/Installation MWR Program Managers  
All Region/Installation Child and Youth Program Managers



## CHILD AND YOUTH PROGRAMS (CYP) Navy Youth Sports and Fitness Implementation Procedures

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**OVERVIEW:** In the face of the childhood obesity epidemic, common sedentary behaviors among youth and teens have been scrutinized. The increased prevalence of obesity among children and youth has led the federal government to initiate programs like the [Let's Move!](#) Campaign. In addition, the [Physical Activity Guidelines for Americans](#), presented by the United States Department of Health and Human Services (USDHHS), was updated in 2008 and provides evidence-informed recommendations for individuals in kindergarten through adulthood. The Navy Youth Sports and Fitness (YSF) program has been designed to reflect the most up-to-date research about youth physical activity and the associated health benefits.

**GUIDING PRINCIPLES:** The guiding principles listed below were used during the development of the Navy YSF Program. These principles provide the foundation for programming as the Navy implements high-quality activities and services that are predictable, comprehensive, and affordable to Navy families.

- ▶ Military families deserve access to high-quality Navy YSF programming. Participation in YSF activities provides opportunities for youth and their families to reduce stress and anxiety, and increase predictability of daily routines. Consistent Navy YSF Program opportunities create stability for families and youth as Navy families often face uncertain situations and frequent moves.
- ▶ Program requirements should support the developmental levels and differing abilities of all children. The goal of Navy YSF Programs is to ensure that children feel successful while participating in activities that they may enjoy for a lifetime.
- ▶ The National Alliance for Youth Sports (NAYS) National Standards of Youth Sports provides a foundation for a quality YSF Program. These nationally recognized standards have been adopted through a formal partnership agreement between Commander Navy Installations Command (CNIC) and NAYS and are requirements for Navy YSF Programs. Although the standards focus on organized youth sports opportunities, the philosophies, ethics, and beliefs embedded in the standards are applicable to a variety of sports and fitness activities and programs.
- ▶ Guidance and mentorship by competent leaders are critical components in providing a safe and fun environment where children and youth can engage in healthy lifestyle activities.

**REQUIREMENTS:** The Navy YSF Program is designed to ensure Navy families have access to quality, affordable youth sports and fitness activities. CYP Directors are required to begin implementing the standards found in the Navy YSF Operating Manual into their existing program offerings. However, installations are not required to offer any new program areas until after an installation YSF program assessment has been completed. On some installations, the Navy YSF Programs fall under Morale, Welfare, and Recreation (MWR). In these cases, CYPs will need to collaborate with and inform MWR of the requirements found in the OM. This ensures that all youth participating in Navy YSF Programs receive the same quality experience, regardless of the delivery provider. The Navy YSF OM and associated documents are available for download at the [CNIC CYP E-Library](#).



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**TRAINING:** A series of webinars have been developed to provide an overview of the program and detailed instruction related to specific YSF program content areas. Installations CYP Directors are responsible for ensuring that CYP Professionals responsible for the implementation and execution of YSF programming attends these trainings. This will include Youth Directors, Assistant Directors, Youth Sports and Fitness/Teen Coordinators, and direct care staff who are responsible for assisting executing YSF program initiatives in youth, teen and SAC programs.

Individual Development Plans (IDPs) for positions with responsibility for the Navy YSF program have been updated to reflect specific training requirements associated with the new program standards. Participation in the following webinars meets annual training and continuing education required to maintain the NAYS Certified Youth Sports Administrators (CYSA) certification. Chapter 7 of the Navy YSF OM provides additional information related to Personnel training requirements.

Region and installation administrators with oversight of the Child and Youth or Morale, Welfare and Recreation (MWR) programs are encouraged to attend the Introduction webinar which will provide an overview of the manual.

Title	Description & Webinar Registration Information
<b>Navy YSF – Introduction</b>	<p>A comprehensive overview of the Navy YSF program will be provided, including a chapter by chapter review of program requirements.</p> <p style="text-align: center;"><b>Wednesday, September 4<sup>th</sup></b></p> <p style="text-align: center;"><b>Reserve your Webinar Seat at the below Registration Link</b> <b>8:00AM – 10:00AM EST</b> <a href="https://attendee.gotowebinar.com/register/5584566144481548288">https://attendee.gotowebinar.com/register/5584566144481548288</a></p> <p style="text-align: center;"><b>5:00PM – 7:00PM EST</b> <a href="https://attendee.gotowebinar.com/register/1444686063091038976">https://attendee.gotowebinar.com/register/1444686063091038976</a></p>
<b>NAYS Partnership</b>	<p>This session will be hosted by NAYS and will provide an in-depth look into available resources, including PAYS, NYSCA, CYSA, etc. Step-by-step instructions will be included on using the re-designed Navy Chapter Management website.</p> <p style="text-align: center;"><b>Wednesday, September 18<sup>th</sup></b></p> <p style="text-align: center;"><b>Reserve your Webinar Seat at the below Registration Link</b> <b>8:00AM – 10:00AM EST</b> <a href="https://attendee.gotowebinar.com/register/1346995554474813184">https://attendee.gotowebinar.com/register/1346995554474813184</a></p> <p style="text-align: center;"><b>5:00PM – 7:00PM EST</b> <a href="https://attendee.gotowebinar.com/register/2195626116583121920">https://attendee.gotowebinar.com/register/2195626116583121920</a></p>



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Title	Description & Webinar Registration Information
<b>Parent Relations &amp; Personnel Management</b>	<p>This webinar will cover to two critical topic areas. First, ideas for facilitating parent involvement will be provided followed by tips for managing volunteers, personnel and contractors working within the Navy YSF program area.</p> <p style="text-align: center;"><b>Wednesday, October 2<sup>nd</sup></b></p> <p style="text-align: center;"><b>Reserve your Webinar Seat at the below Registration Link</b> <b>8:00AM – 10:00AM EST</b> <a href="https://attendee.gotowebinar.com/register/3015788123625041152">https://attendee.gotowebinar.com/register/3015788123625041152</a></p> <p style="text-align: center;"><b>5:00PM – 7:00PM EST</b> <a href="https://attendee.gotowebinar.com/register/3873739245801925376">https://attendee.gotowebinar.com/register/3873739245801925376</a></p>
<b>Sports Core Service Area (CSA) &amp; On-Base YSF Programming</b>	<p>This webinar will cover two major components from the YSF OM. The topics will include providing program administrators with information on meeting both baseline and locally-selected requirements related to the Sports CSA AND provide new program standards that must be met when operating Sports on-base.</p> <p style="text-align: center;"><b>Wednesday, October 16<sup>th</sup></b></p> <p style="text-align: center;"><b>Reserve your Webinar Seat at the below Registration Link</b> <b>8:00AM – 10:00AM EST</b> <a href="https://attendee.gotowebinar.com/register/5622078182686846208">https://attendee.gotowebinar.com/register/5622078182686846208</a></p> <p style="text-align: center;"><b>5:00PM – 7:00PM EST</b> <a href="https://attendee.gotowebinar.com/register/1782859555911646208">https://attendee.gotowebinar.com/register/1782859555911646208</a></p>
<b>Fitness and Health &amp; Nutrition CSAs</b>	<p>This webinar will explore ways program administrators can ensure they are meeting both baseline and locally-selected requirements related to both the Fitness and Health &amp; Nutrition CSA.</p> <p style="text-align: center;"><b>Tuesday, October 29<sup>th</sup></b></p> <p style="text-align: center;"><b>Reserve your Webinar Seat at the below Registration Link</b> <b>8:00AM – 10:00AM EST</b> <a href="https://attendee.gotowebinar.com/register/324475029410983680">https://attendee.gotowebinar.com/register/324475029410983680</a></p> <p style="text-align: center;"><b>5:00PM – 7:00PM EST</b> <a href="https://attendee.gotowebinar.com/register/6499095936001038848">https://attendee.gotowebinar.com/register/6499095936001038848</a></p>
<b>Outdoor Recreation CSA</b>	<p>This webinar will explore ways program administrators can ensure they are meeting both baseline and locally-selected requirements related to the Outdoor Recreation CSA.</p> <p style="text-align: center;"><b>Tuesday, November 5<sup>th</sup></b></p> <p style="text-align: center;"><b>Reserve your Webinar Seat at the below Registration Link</b> <b>8:00AM – 9:00AM EST</b> <a href="https://attendee.gotowebinar.com/register/5190548456087182848">https://attendee.gotowebinar.com/register/5190548456087182848</a></p> <p style="text-align: center;"><b>5:00PM – 6:00PM EST</b> <a href="https://attendee.gotowebinar.com/register/822274520840111872">https://attendee.gotowebinar.com/register/822274520840111872</a></p>



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Title	Description & Webinar Registration Information
<b>Motor Skills Development CSA</b>	<p>This webinar will discuss the implementation of the NAYS Start Smart program and ways to encourage motor skills development of children ages 3-5.</p> <p style="text-align: center;"><b>Wednesday, November 13<sup>th</sup></b>  <b>Reserve your Webinar Seat at the below Registration Link</b>  <b>8:00AM – 9:00AM EST</b>  <a href="https://attendee.gotowebinar.com/register/1395787482469491712">https://attendee.gotowebinar.com/register/1395787482469491712</a></p> <p style="text-align: center;"><b>5:00PM – 6:00PM EST</b>  <a href="https://attendee.gotowebinar.com/register/6715947116789240576">https://attendee.gotowebinar.com/register/6715947116789240576</a></p>

**YSF PROGRAM ASSESSMENT:** While the Navy YSF OM formalizes the requirement for program offerings across installations, many directors will discover that they may already offer many of the core service area programs. To assist installations with assessing their current program and identifying needed resources, CNIC has partnered with Penn State University (PSU) to support programs by conducting an YSF program assessment at each installation. The assessment teams will be comprised of PSU researchers, CYP Specialists from CNIC, Regions, and Installations.

Regions and installations will be contacted prior to the assessment and provided specific details to effectively facilitate the process. The Navy YSF Program Assessment will be completed for each installation by the end of FY14.

This initiative will consist of a validation of local demand requirements and a review of the current program standards compared to those outlined in the OM. After a review of the information collected, an installation specific report will be developed. The report will summarize program recommendations and initiatives as well as identify needed resources to assist the installation in meeting YSF standards.

Based upon the findings and recommendations of the initial assessment and as part of the one-time implementation phase of the Navy YSF Program, CNIC (N926) will work in concert with each installation to assist in the following ways to establish a baseline:

- ▶ Provide training and guidance to help programs to understand the requirements within the Baseline and Locally-Selected offerings within each Core Service Area;
- ▶ Use the Directory of Opportunities, developed for the installation, to understand and identify additional resources either on the installation (e.g., MWR, bowling center, and fitness center) or in the off-base community (e.g., schools and recreation centers);
- ▶ Determine whether potential partner organizations and special interest groups meet the Navy’s minimum partnership criteria requirements;
- ▶ Assist potential partner organizations in meeting Navy requirements and recommend appropriate partnering methods;



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- ▶ Provide sample contracting and commercial sponsorship packages to assist with the partnering process; and
- ▶ Develop a marketing strategy to reach all families attached to the installation.