

# *Kare Youth League Family Handbook*



# 2019-20 KARE YOUTH LEAGUE FAMILY HANDBOOK

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## PROGRAM BASICS

### Program Overview



Kare Youth League was founded to encourage children to build character by making positive personal decisions during childhood through team activities and spiritual training. The Kare Youth League motto is “Their Future is Now” and children in the program are taught to “Remember now your Creator in the days of your youth.”

The Kare program centers on a trained Leader who works with children in various activities including team sports, club meetings, outings, camps and trips. Through these group or team activities, a Leader attempts to create a spirit of positive peer pressure that encourages members to make unselfish decisions to help their teams and others.

Kare Youth League Leaders come from a diverse background of personal faiths, but all take a personal charge to follow the teachings of the Bible and to live and demonstrate Judeo-Christian principles at all times. Kare Youth League is not connected with any specific church denomination.

Kare is a 501 (c) 3 tax-exempt organization and is supported mostly by current and former members and does not receive any governmental funding.

### Why The Name “Kare”?

The name Kare Youth League was chosen to emphasize the purpose of the organization which is to “care” about what is best for children, rather than just teaching a sport or winning a game. Our goal is to teach children to “care” about others and about God as well as to “care” about the future. Kare will occasionally alter the equipment, field size or rules of the game to make them better for the children who are playing. Kare begins its name with the letter “K” to make it unique, as it believes every child is indeed unique.

### Activities

Each child joins a club (a group of children his or her own age) which has year round activities. Boys enjoy football, basketball, baseball and soccer, while the girls’ program includes activities such as volleyball, basketball, softball, soccer, dance, drill team, cheerleading, and crafts. All groups have team outings.

## **Schedule**

During the school year a typical week for a Kare Youth League member includes up to three afternoon activities and a game on Saturday. During the basketball and baseball seasons there may also be weekday games. In the summer all activities are in the late afternoons and evenings and there are no Saturday games.

Activities officially begin when the proper Kare Team Coach, who is a Kare Leader or RHLA Member, is present with the team. Parents are responsible for their children until this time and are also responsible for their children at the immediate end of all Kare activities.

Game times are spread throughout the day to accommodate each of the many teams. The schedule for each week will appear in the weekly "Interleaguer." Teams will generally have one or two standard game periods, but there are some times that other scheduling concerns will necessitate an unusual game time in a particular week.

## **Outings, Camps and Summer Trips**

Teams at Kare Youth League are encouraged to have outings during the year. These may include holiday parties, pizza or hamburger feeds with outdoor games, trips to a ball game, hikes, skating, etc. These will be announced in advance and all members are encouraged to attend. Kare Youth League also offers summer and winter camps at our Mount Kare facilities in the Angeles National Forest near Wrightwood.

Another highlight of our program for older members is a tradition of yearly summer trips ranging from two to eight weeks. Itineraries for shorter trips may include Northern California while longer trips may travel to Washington, D.C. and Florida, for example.

## **Non-Discrimination Policy**

Kare Youth League admits members of any race or ethnic origin. All the rights, privileges, programs, and activities generally accorded or made available to members of this organization. In keeping with this commitment, Kare Youth League maintains a strict policy prohibiting discrimination on this basis. This policy also applies to all employees of the organization. The organization does not discriminate on the basis of race, gender, color, national or ethnic origin in the administration of its admission policies, program policies or financial policies.

## **Open Door Policy**

Any time people work and socialize together there are bound to be occasional misunderstandings. While we certainly hope that these will be infrequent, we recognize that they do occur. We will attempt to resolve misunderstandings and grievances quickly in a manner which is equitable to everyone.

It is the policy of Kare Youth League to assist each member and family in resolving conflicts. If a member has an issue with another member or the organization, the member should attempt to resolve the issue through the assistance of the member's Leader and, if unsuccessful, the Kare Commissioner or Director.

## HOW TO JOIN

- **Families should contact a Kare Youth League office** and find the time of activities for their child's age group.



- **Fill out an Information, Concussion Awareness, and Waiver Form and then Pay the Membership Fee** in the office nearest you.

- **Experience the program** – After the child has attended a practice, they will receive a team assignment. This will not always be with the team they first practiced with since boys and girls are assigned on a needs basis to keep balanced teams. We try to keep friends and schoolmates together as much as possible, so if the child has a friend on an existing team, please let us know immediately.

- **Watch the Parent Orientation** – Everyone must view the Parent Orientation DVD either in the office or at our website. This presentation gives members an overview of the entire Kare Youth League Program, our goals, and how we go about accomplishing them.

- **Complete the Financial Registration Form** – Families have the following choices of how to pay their membership fee: (See the Kare Finance Sheet for the proper amount)

- a. through an automatic checking deduction or
- b. by paying for the first quarter when they submit the financial Registration Form and by being billed at the beginning of each quarter thereafter

- **Purchase the uniform.** We sell the uniform for the sport in season in each of our offices. (See “Uniform” in “Program Specifics” section)



## FINANCE & COSTS

What is the price of this investment in your child's future? If you were paying the actual cost of the Kare Youth League program you would have to pay over \$1,000.00 per child per year. We ask member families to pay about 60% of that with friends and former members providing additional support.

Kare realizes that it would be difficult for parents to pay the annual fee in one lump sum, so there is a plan to spread the cost over the course of the year. Kare has also developed successful fund raising programs to help members support their own program. The following were the fees and quotas in place for the 2018. **Please contact your local Kare office or Leader for the most recent fees and quotas.**

*Here's how the plan works:*

- **Membership Fee** – \$47 per month per member if using the Automatic Discounted Payment Method or \$155 per member if paid at the beginning of each sport. (2 or more members - \$310 or \$94 per month) Great Start and Royal Friend (PK and Kindergarten) members pay \$80 per sport or \$25 per month.
- **Fundraisers** – There are no mandatory fundraisers or concession fees.
- **Earning Your Membership Fee Options** – Members can also cover their membership fee for a sport by getting a sponsor for that sport. **Sponsorships** range from \$250 to as much as \$10,000 but the most popular is \$500, which gives the company or individual a banner that will be displayed during the entire sport.
- **Monthly** – Once a month members are given the opportunity to contribute to the I Kare For Youth Program. This is a contribution and not a fee. The suggested amount is \$20, some give more, others less, but the important thing is that everyone gives something. If you can only give \$5 each month that's appreciated. The important thing is that everyone gives something. This contribution is tax deductible and helps offset costs to the program that are not covered by fees.

## **LEADERSHIP**

### **Leadership**

The heart of the Kare program is its Leadership. Kare Youth League takes considerable effort before approving a “Leader”. All members of Kare Youth League’s leadership have a college or vocational degree. In addition, each Kare Leader has completed an extensive multi-year training program from Kare’s own Rio Hondo Leadership Academy. Finally, each Leader has committed to uphold the following Kare Leadership Charge:

- To live at all times by the standards established in the Kare Youth League Promise and Laws
- To always place service to Kare members, their Kare teams and the Kare program above any personal benefit or interest

To protect this Charge, each Kare Leader also commits:

- To maintain an appropriate professional relationship with all members, parents, and family members
- To not accept any gifts or favors of significant value from Kare members or families
- To help train children and show respect by always addressing parents as “Mr. \_\_\_\_\_,” Mrs. \_\_\_\_\_,” or “Miss \_\_\_\_\_.” (Similarly, we ask that players and parents please address the leaders in this way) Grandparents may be honored by addressing them as “Grandma \_\_\_\_\_” or “Grandpa \_\_\_\_\_”
- To strictly adhere to Kare’s Guidelines for Physical Contact with Children. These Guidelines are available for your review upon request

### **RHLA**

Kare Youth League has a special intern program to train Kare Leaders called the Rio Hondo Leadership Academy, or RHLA. In this program college students coach Kare teams while training to become Kare Leaders. In addition to their normal college and university courses, RHLA members will be taking hours of classes each week from experienced Kare Leaders while interning in Kare positions. Depending on maturity and experience, RHLA members may have their own teams, but always with Kare Leaders serving as mentors. Each RHLA member is also personally committed to the Kare Leadership Charge.

### **Assistant Leaders**

Service to others is an important philosophy at Kare Youth League. At all ages, members are encouraged to help others. Junior high and high school students in particular are encouraged to assist with younger teams. Older high school students may be given greater responsibilities as experience and maturity permits, but all assistants serve under the supervision of Kare Leaders.

## PROGRAM SPECIFICS

### When to Arrive



It is important that players arrive 15 minutes before the printed game time to warm up and give the coaches time to finalize game plans for the day. If a team does not have enough players at game time, the team will automatically lose the game. Players who arrive late or at the last second may not start and may be expected to sit out up to half the game.

### What If It Rains?

If it is raining at Kare Youth League after 12:00 noon on a weekday, all outdoor practices and outdoor games will be cancelled. When it rains for an outdoor activity on Saturday please call two hours prior to the activity. Wingate Park, Kare Park, and Arcadia Center members should call (626) 442-1160. Upland Center members should call (909) 957-5273. We will try to play if at all possible, but the safety of the players is our primary concern.

- **Covina Center:** All activities at Wingate Park will be cancelled if it rains.
- **Irwindale Center:** All clubmeetings in Irwindale for children 5th grade on up are never rained out. If you have a question, please call. All activities for PK-4 will be cancelled if it rains.
- **Upland Center:** All activities at our Upland Center will be cancelled if it rains (except during basketball season).

### Uniforms

All Kare uniforms are available for purchase at a Kare office. A typical uniform is a team jersey, black team shorts, team socks and athletic cleats if appropriate. The same jersey is used for basketball, baseball/softball and soccer. Players must wear the complete uniform to be eligible to play in games. On cold days, the younger divisions are allowed to wear sweats. Teams may choose to make additional uniform standards. Uniforms are expected to be clean and jerseys are to be tucked in.

In older divisions, some parts of the uniform may be provided for use at games or during the season. A small sports fee may be charged to cover rental for the uniform.

### Attendance

Regular and punctual attendance builds character and loyalty and is essential to building a team. Absences and tardiness to activities are detrimental to the member and the team, and makes it difficult for a coach to plan. We ask that members call and leave messages for their coaches whenever they are going to miss an activity.

Excused absences include:

- Personal illness of the member
- Quarantine by a health official
- Death of a relative or close friend

- Vacation of 3 or more days
- Academic school activities
- Weddings of family members

We ask that families attempt to plan doctors' appointments, parties, etc. around the child's Kare activities, and to plan vacation times when there are no activities if possible. We realize that this will not work in all cases.

Our awards system encourages members to not miss more than two games in a sport. Rosters for Future Bowl, Future Classic, and Future Series reward those with perfect attendance. We have a special award for those with yearly perfect attendance. There may also be penalties for those who come late or miss activities. It is very important to notify the leader if the child has to miss an activity.

It is important to note that players may only miss two games to be eligible for an award and players must be eligible for an award to participate in championship games. There may be special exceptions for extended illness.

A great advantage of our program is that children can play together on the same team and with the same leader from sport to sport. This is the best way to experience the many benefits Kare offers. Therefore, we limit the number of times that a member can leave and then re-register to only once beginning at third grade.

### **Parking**

At Kare Youth League's Arcadia facility, the bulk of parking is in the back parking lot that runs along the southern end of the property. While spaces at the top and by the office run out fast, there are generally spaces available in this lot. We expect our members to park on our property. As good neighbors, we do not want to cause safety and/or congestion concerns in the adjacent community. Please help by following these guidelines:

- Honor all parking signs on the property, especially "no parking", "handicapped", and "fire lane" signs.
- Do not park on neighboring streets (especially Miloann St. in Arcadia)
- Only park in spots marked for parking. All other spots must be kept clear.
- Keep speeds under 10 m.p.h. on Kare property.
- Use the broader Freer St. rather than Miloann St. when coming from Tyler Ave. in Arcadia.



At Wingate Park in Covina there are lots on both ends of the park. Although the east<sup>9</sup> lot is larger, members are welcome to park in the lot closer to their activity for the day.

At the Kare facility in Upland located on the premises of the Pacific Christian Center please park in the designated spots located on Alpine St. off of N. San Antonio just south of Arrow Hwy. At parks, please try to use the parking lots rather than parking in the streets.

### **Transportation**

Families are responsible to make sure members arrive and are picked up for all activities in a timely manner. Kare Youth League does have a fleet of busses and vans to help. Kare busses serve specified routes with pick up and drop off points to be arranged with the drivers. Leaders can help facilitate this. Members are welcome to use the Pickup and/or Take home services as needed. All authorized Kare drivers have the appropriate DMV and/or CHP certificates to transport members.

Some teams may have activity times that do not fit bus schedules. To help with transportation or carpooling, the Leader may know other Kare families who live or are driving in the area. Kare provides these contacts strictly as a service and does not do background or driving record checks on member families, and therefore cannot be responsible for whom a family decides may drive their member. Kare cannot be responsible nor approve of anyone (including Kare coaches, volunteers and staff) driving a member who is not on Kare's authorized driving list. A list of approved Kare drivers is available on our website at [www.kyl.org](http://www.kyl.org).

### **Pick Up and Drop Off of Children**

Although we always attempt to create a safe and secure environment for children, unless special arrangements are made with their leaders, children should not be dropped off more than 15 minutes before an activity's starting time and should be picked up within 15 minutes of the ending time.

In Arcadia, there is a circle with a bench for the pick up and drop off of children. At Russell Park children will wait at the east parking lot. Parents are responsible to contact us if they are unavoidably detained.

### **Lost and Found**

It is helpful if all personal items and clothing are marked. All found items will be placed in the lost and found inside the Russell office and outside the Arcadia office. Due to limited space, items may only be retained for two weeks and then disposed of or given to charity. Kare Youth League and its staff cannot take responsibility for the security of personal items and clothing brought on the premises.

### **Photographic Policy**

Kare Youth League may use any photograph or likeness of its current or former members for organizational history, records, information, publicity, promotional or advertising purposes.

## **Records**

The parents or guardians of members are responsible to notify the office of any additions or changes to member information such as current address, home and emergency phone numbers, health and medical information, etc.

## **Sites and Field Locations**

Maps to the Kare Youth League home sites and the field numbering for the various fields and courts at each facility are available in the office. Remember to always allow a little extra time when traveling between facilities in order to be 15 minutes early to games.

## **Site Security**

We attempt to make our facility as safe as possible for all members and families. Anyone seeing a potential safety hazard should report it to our office so we can take appropriate action. Since the public has access to our facilities, we ask that members be supervised before and after they are in the care of their team Leaders. As a part of our attempt to create a safe environment we do not allow skating, biking or skateboarding on the facility except as authorized for special activities.

## **Awards**

Kare Youth League hands out awards at special Awards Presentations. At least one parent is expected to be present for the child to receive the awards. Eligibility for sports awards is based on the child missing no more than two games in a season. Awards are based on attendance and performance and there are separate systems for the boys and girls programs. Special Perfect Attendance awards are also awarded to children who miss no activities over the period of an entire year.

## **Website**

The website for Kare Youth League is [www.kyl.org](http://www.kyl.org).



## **EMERGENCY PROCEDURES**

In case of an earthquake, fire or other emergency:

- Leaders will place the members in the safest location possible
- As soon as prudent Leaders will attempt to contact families and/or their local Kare center with that location
- Leaders will maintain custody until there is an opportunity to discharge members to a responsible party
- In the case of a catastrophic emergency, like an earthquake, parents or their representatives should plan to sign out the child from their Leader at the local Kare Youth League facility

## **HEALTH AND MEDICATION**

In athletic and adventure-based activities there is always a possibility of injury. The Information Form includes records so we can best assist your child in case of injury. Members will also be required to complete Health Forms if they attend a camp, Summer Trip or Club Kare. This will help to make the Leader aware of any potential health problems and give us permission to get the member treatment in case of an emergency. Every effort will be made to contact parents in case there is a need for treatment.

In addition, we offer the following guidelines to protect the health of all members and staff:

### **A member should not attend activities:**

- If there is a possibility that a member may infect or contaminate anyone at an activity
- If a member has a fever anytime in the last 18 hours
- If a member has vomited anytime in the last 8 hours

### **Guidelines for medication:**

- All medications must be in their original containers
- At camps, on trips and at Club Kare, staff will keep medications safe for the members



## MEMBER AND FAMILY CONDUCT

### General Conduct

Members:

- Will treat all other members, parents, teachers and property with respect
- Will not swear or use profane, foul or vulgar language - this specifically includes any use of the name of “God”, “Jesus”, the “Holy Spirit”, or “Hell” in any irreverent or indiscriminant way.
- Will not use any words that closely sound like swear words or foul language so as to insure that their language will not be misinterpreted as inappropriate.
- Will obey their leaders and submit to authority
- Will follow the guidelines set within the Promise and Laws
- Will only enter a room when a leader is present
- Will not touch or tease any animals on the premises  
(i.e. gophers, stray dogs and cats)
- Will not climb fences and walls at the facility
- Will not leave Kare activities or facilities without notifying their Leader

### Grooming and Dress

Kare Youth League emphasizes high personal standards in speech, conduct and grooming. To maintain a high personal standard and strengthen the team concept, no member should dress in any way that brings undue personal attention. Boys hairstyles must not be extreme (as determined by the administration); hair must be well groomed with no distracting styles or colors, or considered a safety risk (i.e. sticking out of a helmet). In general, hair cannot hide the ears and needs to be off the back of the shirt. Members are not permitted to wear body coloring or tattoos. Boys may not wear jewelry or earrings. During sports activities, girls may not wear jewelry. Logos on shirts, etc. should only reflect the moral values of the team and organization.

### The Kare Youth League Promise

I promise by the strength of Christ to be brave, pure and true. I will fulfill my duties at school, home and club; do my part in Kare Youth League activities, keep all dates and promises and read at least one verse in the Bible daily.

### The Kare Youth League Laws

*A Kare Youth League member is brave.*

I will not shun duty.

I realize that bravery in standing for the right is greater than mere physical strength.

Coaxing of friends and jeers of enemies cannot persuade me to do wrong.

- *A Kare Youth League member is pure in body, mind, speech and conduct.*  
I will not defile my body with tobacco, liquor, or other harmful habits.  
Because I keep my mind pure, my speech and conduct will also be pure and I will choose to go with a clean crowd.

- *As a Kare Youth League member I will be true to myself, to parents, to all leaders, and to God.*  
I will not lie, steal, cheat or gamble.  
I will honor my parents and be respectful to those in authority.  
I am reverent toward God.

### **Parent Involvement**

Kare appreciates and relies on parent involvement in order for the organization to properly function. Parents are encouraged to support the organization by participation in Kare's Parent Auxiliary or by working with their team's Leader or League Commissioner on special assignments. Because of the Leadership requirements outlined in this handbook, Kare does not use walk-on parent coaches. A member's status and or playing time in the program is in no way affected by the additional involvement and/or contributions of the parents above the basic requirements outlined in this handbook.

### **Parents' and Fans' Code of Ethics**

Parents and fans agree to provide support, care and encouragement for the children of Kare Youth League by following the guidelines of the Parents' Code of Ethics:

1. I will encourage good sportsmanship by demonstrating positive support for all players, leaders and officials at every game.
2. I will place the emotional and physical well being of my child ahead of my personal desire to win.
3. I will support leaders and officials working with my child in order to encourage a positive and enjoyable experience for all.
4. I will refrain from the use of tobacco, alcohol, and profanity at all of my child's activities.
5. I will remember that during the game, I will remain in the bleachers or designated area for parents, and defer the coaching to the Kare Youth League staff.
6. I will remember that the game is for the children, not the adults.

The purpose of Kare activities is to focus on helping and training members. Any spectator or parental actions at an activity that the organization deems to be harmful or an unnecessary distraction from the purpose of the activity will be prohibited.

### **Harassment Statement**

Kare Youth League is committed to providing an environment that is free of harassment, including sexual harassment. All forms of harassment will not be tolerated at Kare Youth League. The kind of behavior that constitutes unlawful harassment includes unwelcome verbal or physical conduct or requests of a sexual nature. It may occur when behavior or remarks unreasonably interfere with a member or employee's performance or creates a hostile or offensive environment.

If someone believes they are being subjected to unlawful harassment, they are to advise the program director, a leader or administrator. The concerns will be responded to promptly and with as much confidentiality as possible. All allegations

of unlawful harassment will be investigated. Employees, volunteers or members who are found to have engaged in this type of behavior and/or administrators or leaders who tolerate it will be subject to disciplinary action, including possible termination. No member or family member shall be subjected to any form of retaliation for reporting any violation of this policy.

At Kare Youth League the protection of the child from a harassing situation is of the highest priority. Kare Youth League has a program to provide regular training to its Kare Leaders, staff, volunteers and RHLA members to identify and address actual and potential harassing situations. Members and their family may review our guidelines and ask questions concerning our program.

### **Member Discipline**

1. Kare Youth League takes member conduct very seriously. The reason for all discipline on the team is to help the member learn to control himself or herself and act appropriately with respect to God, others, personal property and themselves. It also is to ensure a safe, spiritual and wholesome environment for all members.
2. Because the motive behind all disciplinary decisions and methods is correction and not retribution, the organization maintains a general policy of not reporting to victims or their families the specific disciplinary action used to correct the offender(s).
3. Corporal punishment will not be used at Kare Youth League.
4. Parents' questions or concerns regarding specific incidents should first be addressed to the Leader or staff in charge of the activity where the incident occurred. If the question or concern remains unanswered, it should be taken to the Division Commissioner.
5. There are many factors to be determined in considering the level of discipline that is appropriate. The main concern is to accomplish the goals outlined above. Other important factors include the age and size of the member and of any victim, past actions and history of the member and the motive or intent behind the action.
6. The safety and well-being of the entire team must take precedent over any one member's desire to participate in the program. Therefore members that require consistent special attention even for legitimate or understandable reasons may be required to leave the program.
7. Some disciplinary methods may include:
  - A Leader's Individual Procedures (such as sitting out all or parts of games)
  - A Note Home

- Counseling with the Leader
- Notice of Reprimand
- Meeting with Parent(s)
- Probation or Suspension
- Expulsion from the Program

## **CONTRACTUAL OBLIGATION OF MEMBERSHIP**

Kare Youth League is a membership organization. This handbook serves as an important part of the contract between Kare Youth League and its members and families. Kare Youth League works diligently to provide the program and benefits described in this handbook as its part of that contract. As a condition of membership members agree to fulfill their part of the contract as outlined in this handbook and their families agree to support those who are members in these obligations.

In an effort to maintain a quality program, Kare members and families are required to report any handbook violations whether committed by members, families, staff or volunteers to appropriate Kare personnel for proper investigation.

Kare commends and desires to be sensitive to other positive influences in member lives such as religious beliefs, cultural traditions and family situations. Kare has excused absences, regular vacation periods and even permits a minimal number of unexcused absences. However, the Kare program is based on team loyalty and positive peer pressure to help members make decisions that build character and citizenship. This requires each member to be faithful to team activities and standards even when there are other personal or family interests that conflict with Kare activities or standards.

Kare wants to be sensitive to members with special needs. However, in fairness to all members, Kare may not permit any member to continuously require a disproportionate amount of attention even if for understandable reasons.

In an effort to create safe and successful leagues or a better program, Kare reserves the right at its discretion to set conditions on team and league membership based on factors such as but not limited to age, weight, size or gender.

As a part of Kare's desire for continuous improvement, Kare reserves the right to change and modify the program at anytime.

