



**DEPARTMENT OF THE NAVY**  
U.S. NAVAL SUPPORT ACTIVITY NAPLES ITALY  
PSC 817 BOX 1  
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NAVSUPPACTNAPLESINST 1710.10H  
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18 Mar 25

NAVSUPPACT NAPLES INSTRUCTION 1710.10H

From: Commanding Officer, U.S. Naval Support Activity, Naples, Italy

Subj: YOUTH PROGRAM

Ref: (a) OPNAVINST 1700.9e  
(b) Navy Youth Sports and Fitness Operating Manual (July 2013)  
(c) Youth Programs Standards Operating Manual (October 2022)  
(d) DoDI 6060.04 Youth Services (YS) Policy  
(e) S.A.F.E. Play areas

1. Purpose. To describe and define the purpose, scope, responsibilities, and operation/administration of the U.S. Naval Support Activity (NAVSUPPACT), Naples, Italy, Youth Program (YP). The YP supports the morale of parents by providing a comprehensive, year-round Youth Activities Program that improves and maintains the physical and mental well-being of their youth. It aids the family life through activities that prepare youth for self-actualization and responsible citizenship. All YP and activities must be conducted free from arbitrary discrimination, must provide equal opportunities for recreation to all authorized dependent youth, regardless of race, color, sex, age, or national origin.

2. Cancellation. NAVSUPPACTNAPLESINST 1710.10G

3. Programs. YP may include the following activities, per reference (c):

a. Social: large group activities, dances, parties, holiday observances, family programs, and block parties.

b. Educational: classes, clinics, demonstrations, and exhibits.

c. Cultural: tours, civil programs, and folk festivals.

d. Competitive: team and individual sports, talent, and art.

e. Performing arts: dance, music, theater, and drama.

f. Outdoor activities: tours, day camps, hikes, or other environmentally interpretative programs.

g. Family activities: hiking, skating, community dances and mixed events where children and parents/guardians participate together.

h. Supervised developmental care: a structured program for children using facilities before and after school, school holidays and school breaks.

4. Implementation. YP encourages creative self-expression, cultural appreciation, self-development, and recreation. Programs may take place in the Youth Program, other CYP installation facilities and areas, or in local community facilities. The following guidelines are hereby established for the development of YP:

a. Programs must be varied, well balanced, and flexible to provide youth freedom of choice and meet their wide range of ages, abilities, and needs.

b. Programs must be contemporary, relevant, innovative, and tailored to incorporate new trends and interests.

c. Parents or guardians must authorize, in writing, the person(s) conducting the programs (particularly sports programs) the permission to obtain emergency medical/dental treatment for participating children.

d. All program registrations will be conducted by the Youth Director, Child and Youth Programs (CYP) Department, NAVSUPPACT Naples, or his/her designated representative.

e. All programs are offered in a comfortable, casual, and relaxing atmosphere. Participants are permitted to dress according to their personal preference unless it is inappropriate for the program. Additional dress requirements may be specified for special events.

f. Per reference (a), the Youth Director and Training and Curriculum Specialist will ensure all staff meets training and program requirements and guidelines.

#### 5. Eligibility

a. Eligible participants include family members of the following, who are stationed in Naples Italy and are U.S. citizens associated with NAVSUPPACT Naples: active duty personnel, Department of Defense (DoD) contractors, DoD civilians, active duty reservists, NATO personnel with base access, and retirees. Married youth or those on active military duty are not eligible to participate as a member in the youth program.

b. Youth four years of age and attending DoDEA kindergarten through 18 years of age, or older, if still in high school, are eligible for program participation. Youth twelve and in 7<sup>th</sup> grade (first day of summer after 6<sup>th</sup> grade) can attend the teen center. Youth who have graduated from high school are eligible to participate until the next school semester or quarter following their graduation.

c. Youth Program under the supervision of the Youth Director have priority over other programs or activities desiring to use youth facilities.

d. Pre-school aged children may participate in leisure time activities sponsored by the YP, such as planned Child and Youth Program (CYP) community events, and/or instructor-led classes. These activities shall not duplicate the preschool program managed by the CDC Director.

## 6. Responsibilities

a. The Youth Director has full responsibility for the planning, development, and supervision of the YP. The Youth Director is responsible for ensuring youth are actively and appropriately engaged in before/after school sports, and recreational activities that focus on building self-esteem, developing appropriate relationships, facilitating academic success, and making healthy choices. Specific responsibilities include, but are not limited to:

(1) Providing a wide variety of professionally planned and directed youth-oriented recreation programs.

(2) Ensuring an active and continuous publicity and promotion for the YP.

(3) Evaluating activities and programs to ensure they are responsive to the needs of the youth and that the youth are included in the planning and implementation of the activities/programs.

(4) Maintaining liaison with related agencies which might help assist the YP.

(5) Coordinating programs with the other N9 branches to avoid scheduling duplication and conflict.

(6) Ensuring that the YP participates through the Combined Federal Campaign - Overseas (CFC-OA).

(7) Integrating private organization activities within the YP when feasible.

b. CYP Program Assistants will assist in the planning and execution of programs and activities and perform such tasks as: setting up areas for scheduled activities, passing out material and equipment, keeping records, explaining rules and procedures, and, providing information to, or assisting program participants.

c. Volunteers are needed for effective programming. Recruitment and use of parents and teenagers to assist in program activities for all age groups is strongly encouraged.

7. Financial Support

a. Private organizations may not be subsidized by non-appropriated funds without specific authorization from the Secretary of the Navy. Per reference (b), donations of cash or other non-appropriated fund assets to private organizations is prohibited.

b. Fees and charges may be established to meet financial needs.

8. Parent Involvement Board

a. The Youth Program Director will participate in the CYP quarterly Parent Involvement Board (PIB) meetings. The purpose of the PIB is to support, advise, and make recommendations to CYP management that will improve program efforts throughout the CYP. The CYP Director will insure all PIBs are advertised at least 30 days in advance of the PIB and are available as a video conference to enable max participation.

b. The Youth Program Director will assist the CYP Installation Director to participate in the recruitment of PIB members. Members should have an interest in the quality of programming offered to our youth and whose children are participating in one of the YP offered. Commanding Officer is required to attend at least one meeting annually.

c. The Board will perform, but not limited to, the following functions:

(1) Advising and assisting in program planning, including analyzing needs and resources, and program evaluation.

(2) Obtaining the assistance of other organizations and individuals.

9. School Age Care Program

The School Age Care Program will establish programs in conjunction with other N9 activities, the Naples Elementary School, School Liaison program, BGCA, 4H, Anchored 4 Life, and other organizations affiliated with NAVSUPPACT Naples. Programs include, but are not limited to the following:

a. Before and After School

b. Camps (Winter, Spring and Summer)

c. Community Service

d. Art Program

e. STEM

f. Leadership

g. Power Hour (Homework Club)

h. Recreation

1. Child and Youth Program Playground, per reference (e) – The appropriate number of CYP Personnel shall only supervise registered CYP youth on the playground at all times. Playground is maintained by NSA Naples Navy Child and Youth Programs and will be available exclusively for Child and Youth Programs during programming hours. No pets allowed on the playground at any time. No Smoking within 50 feet of the playground.

- a. Maintenance of playground – Items not permitted on playground:

1. Glass
    2. Personal belongings (backpacks, articles of clothing, toys etc.)
    3. Food and Drinks (only water permitted)
    4. Drug, alcohol tobacco paraphernalia

2. Child Self Release Policy

- a. Self-release allows youth to sign themselves in and out of the Navy Child and Youth Programs (CYPs) consistent with the command's "self-care policy." Annually, parents/guardians of registered youth must provide CYP with written authorization of their eligible youth's self-release from care and/or recreational activity.
  - b. Kindergarteners are not permitted to self-release. Self-release begins at six years old and in first grade per NSA Naples supervision of minor policy.

3. Personal technology & Equipment in CYP Program

- a. Youth are authorized to use personal technology and micro mobility vehicles on designated days only.
  - b. If a child rides any micro mobility vehicles parents are required to ensure children are provided a helmet.
  - c. Personal cell phones must be in lockers at all times while youth is in program.

- d. CYP is not responsible for lost, stolen or broken technology items to include laptops, cell phones, gaming devices, smart watches and tablets.

#### 4. Hourly Care

- a. Based on space availability
- b. Area Orientation (AO) families take precedence for use of hourly care to attend AO
- c. Prepayment is required at time of reservation

#### 10. Teen Programs

a. The objective of the Teen programs are to provide the teen population with supervised healthy recreational activities, alternatives to drugs and gang involvement, to encourage positive use of leisure time, provide leadership, volunteer opportunities and employment opportunities, and to act as a guiding entity that promotes teen self-development.

b. Teen programs are established to meet the needs of the NAVSUPPACT Naples teen population. Teen programs fall under the direction of the Youth Director and Teen Coordinator.

c. The Teen Center will establish programs in conjunction with other N9 activities, the Naples Middle High School, School Liaison Program, BGCA, 4H, Anchored 4 Life, and other organizations affiliated with NAVSUPPACT Naples. Programs include, but are not limited to the following:

- (1) Open recreation
- (2) Seasonal parties/dances
- (3) Field trips (extended and overnight trips)
- (4) Recreational Tournaments
- (5) Cultural exchanges
- (6) Homework Assistance
- (7) Teen Area Orientation
- (8) Scholarship Opportunities
- (9) Teen Employment

(10) Youth Sponsorship

11. Youth Sports. Sports and fitness shall be an integral part of the YP and organized under the direct supervision of the Youth Director, Youth Sports and Fitness (YSF) Coordinator, and his/her assigned staff. Per reference (b), YSF Program is designed to be offered to all eligible participants, regardless of their parent's duty station assignment, a range of baseline and locally selected sports, fitness activities, health and nutrition programming, outdoor recreation activities, and motor skill development activities. PAYS certification will be completed by parents prior to commencing the season. Emphasis will be placed in five main areas:

- a. Learning and developing the basic skills of the game.
- b. Physical fitness.
- c. Developing values of sportsmanship, teamwork, and fair play.
- d. Enjoyment of the sport through the participation of all players.
- e. Providing a competitive atmosphere in a controlled environment.

1. Annual Sports Schedule

January-March: Basketball

April-June: Baseball/Softball/Start Smart Baseball

June Summer Clinics: Dodgeball & Baseball

July Summer Clinics: Soccer & Volleyball

August: Coaches Fair

September-December: Soccer/Flag Football/Cheerleading/Start Smart Soccer

2. Fun Runs

- a. April/May: Armed Forces Kids Run
- b. June: Splash & Dash with Fitness
- c. September: Color Run
- d. October: Zombie Run

Yearly Dates for Sports Registration begin 45 days prior to the season starting.

A. Volunteer Coaches

1. No cost registration for all the coach's children for the sport they coach
2. Requires NAYS certification

3. Background Check
4. First Aid/CPR Certified
5. Three-Five Reference Checks
6. Volunteer Agreement
7. Volunteer Information Form

## 12. School Liaison Program

a. Per reference (d), the School Liaison Program (SLP) is an essential element of the military CYPs, PreK-12 System Navigation, and youth sponsorship programs, will be provided at military installations.

b. The School Liaison Officer (SLO) and School Liaison Program shall be an integral part of the YP and organized under the direct supervision on the Installation Child and Youth Programs Director.

c. The School Liaison Officer will accomplish the following responsibilities:

- (1) Transition support.
- (2) Available school options, programs, and resources on and off the installation.
- (3) Support for times of parental absence.
- (4) Special education support.
- (5) Information and referral.
- (6) Community relations, partnerships, and outreach.
- (7) Homeschool support.
- (8) Academic planning and post-secondary education preparation.
- (9) Act as the primary liaison for the NSA Naples Staff with DODEA

d. The School Liaison Officer will establish programs, processes and events in conjunction with internal and external stakeholders to conduct the following:

- (1) Availability of Anchored4Life and Military and Family Life Counseling (MFLC) resources
- (2) Deployment Support Groups and Programs
- (3) Military Interstate Children's Compact Commission (MIC3) assistance



- (4) Free-and Reduced-Meal Program (FARM) Manager
- (5) Homeschool Happenings, Sensory Friendly Events, College Tour Trips, New Student Orientation, Trips and Events
- (6) Dependent Student Travel Entitlements, College and Career 101, Paying for Higher Education forums, College Fairs and STEAM events
- (7) Naples Teen Advisory Council
- (8) School Advisory Council (SAC), Installation Advisory Council (IAC), Theater Education Councils (TEC), Dependents Education Council (DEC), European Schools Council (ESC), Status of Education briefings
- (9) Partnerships in Education (PIE)
- (10) SpecialEd Connections accessibility
- (11) Tutor.com/military and Military Children's Education Coalition (MCEC) support

### 13. Youth Sponsorship Program

- a. Pursuant to Section 1785 of Title 10, U.S.C., military installations will deliver a Youth Sponsorship Program to facilitate the integration of dependent children of military families into new surroundings when moving to that military installation as a result of a parent's permanent change of station. The program is primarily directed toward preteen and teenaged youth. Installation youth sponsorship programs provide balanced youth and school-based services to meet the intent and requirement for youth sponsorship. The youth sponsorship program will consist of three major components:
  - (1) Outreach
  - (2) Newcomer Orientation
  - (3) Peer to Peer
- b. The Youth Sponsorship Program will deliver, coordinate and market programs, processes and events in conjunction with internal and external stakeholders to conduct the following:
  - (1) Youth Sponsorship Council
  - (2) Anchored4Life Elementary (School Age Care) and Teen Combo (Teen Center)

(3) Teen Orientation, Trips and Events

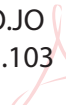
14. Records Management

a. Records created as a result of this instruction, regardless of format or media, must be maintained and dispositioned per the records disposition schedules located on the Department of the Navy Assistant for Administration, Directives and Records Management Division portal page at: <https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AIIIItems.aspx>.

b. For questions concerning the management of records related to this instruction or the records disposition schedules, please contact the local records manager or the OPNAV Records Management Program (DNS-16).

15. Review and Effective Date. Per OPNAVINST 5215.17A, NAVSUPPACT Naples will review this instruction annually on the anniversary of its effective date to ensure applicability, currency, and consistency with Federal, Department of Defense, Secretary of the Navy, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will be in effect for 10 years unless revised or cancelled in the interim and will be reissued by the 10-year anniversary date if it still required, unless it meets one of the exceptions in OPNAVINST 5215.17A, paragraph 9, otherwise, if the instruction is no longer required, it will be processed for cancellation as soon as the need for cancellation is known following the guidance in OPNAV Manual 5215.1 of May 2016.

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