

INSTITUTIONAL GUIDE

UNIVERSITY OF NEVADA, LAS VEGAS
COLLEGE OF EDUCATION
NATIONAL YOUTH SPORTS PROGRAM

Working Draft



Dr. Porter Lee Troutman, Jr.

Activity Director
2003

UNIVERSITY OF NEVADA, LAS VEGAS

NATIONAL YOUTH SPORTS PROGRAM



June 9, 2003

Dear Staff:

On behalf of the NYSP Administrative staff, I would like to welcome each of you to NYSP! This is an exciting and challenging program and I am pleased that you are going to be a part of it.

You have been selected because you possess expertise that will contribute to and enhance this program. The challenges are many and I am sure that you will meet them.

This guide is designed to assist and help you understand your role and responsibilities in relationship to the goals and objectives of the program. Please contact me if you have any questions or need assistance in any way. I hope that each of you will find this a worthwhile and enjoyable experience.

HAVE A GREAT SUMMER!

Dr. Porter Lee Troutman, Jr., Professor
Activity Director

INSTITUTIONAL GUIDE ORGANIZATION

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DOWNLOAD LESSONS FORMAT AND OTHER NYSP INFORMATION
<http://www.unlv.edu/faculty/troutman/nysp/indexhtml>

NATIONAL YOUTH SPORTS PROGRAM UNIVERSITY OF NEVADA, LAS VEGAS

HISTORY BACKGROUND

The National youth Sports Program Fund (NYSP) is a non-profit organization established to administer the National Youth Sports Program. The NYSP Fund receives a Federal grant from the U.S. Department of Health and Human Services and support from the U. S. Department of Agriculture. The NYSP Fund subgrants appropriate funding to selected institutions of higher education, that in turn provide the necessary qualified personnel, facilities, materials and services required to implement the National Youth Sports Program (NYSP),

Since 1968, NYSP has provided youth with academic and sports skills instruction, and sports competition to improve their physical fitness and health habits and to become acquainted with career and educational opportunities at a college or university campus. Each participant receives, at no cost, medical screening with appropriate follow-up, nutritious meals and transportation.

The NYSP Fund is an affiliate of the National Collegiate Athletic Association; all members of the NYSP Fund governing board are employees of the NCAA or members of the NYSP Committee.

MISSION

The National Youth Sports Program (NYSP), in partnership with the NCAA, higher education, governmental; agencies and the community, is committed to active participation in sports and education to enable youth from low income families to enhance the quality of their lives.

The NYSP Creed

I am a good sport at all times and conduct myself with decency and honesty. I do my best to get along with others and have pride in myself. I put forth my best effort in all competition and always compete fairly.

PROGRAM OBJECTIVES

- A. To utilize youth-centered instructional strategies in sports and educational activities.
- B. To create a safe and nurturing environment in which every NYSP participant has the opportunity to enjoy learning life and sports skills.
- C. To increase effectiveness of NYSP personnel through staff development programs and through the provision of on-the-job-training in sports instruction and administration.
- D. To increase public awareness of and involvement in NYSP at the local, state and national levels.

E. To expand opportunities for participants from low-income families to benefit from interactive sports skills instruction, engage in sports competition and improve their overall physical fitness,

F. To help participants become better citizens and to provide them with information on career and educational opportunities.

G To enable institutions of higher education and public and private agencies to participate more fully in community life and in the resolution of community problems.

PROJECT SCHEDULE

NYSP projects are conducted during the summer months of June 1 through August 31. The project schedule consists of five or six week period. Funding is provided for a maximum of 30 days to include project registration and orientation.

PROJECT ORGANIZATION

Participating institutions donate the services of a project administrator and are responsible for selection of a qualified staff to conduct project activities. Expert instruction and competent supervision are available along with the use of superior facilities that many youngsters ordinarily might not have a chance to use and

enjoy. The project is organized into an enrichment program and an activity program.

ACTIVITY PROGRAM

Instruction is made available daily in three of the following activities - basketball, dance, gymnastics, racquetball, softball, swimming, tennis, track, volleyball, and weight training. Each activity schedule shall be 90 percent instruction and competition.

EDUCATIONAL INSTRUCTION

A minimum of 15 hours of education instruction is offered to all participants. Drug education is provided for 7.5 hours with additional enrichment sessions addressing nutrition, and personal health, career opportunities and responsibilities, higher education and miscellaneous topics.

COMMUNITY PARTICIPATION

Community support for NYSP is vital to the success of the program. It enhances coordination and results in more effective use of outside resources. An advisory committee made up of local business and civic leaders serves as a contact group to the community needs and concerns, and provides advice and recommendations for the institutional staff of NYSP relative to community needs.

MEDICAL/NUTRITIONAL SERVICES

Each participant receives a free medical examination administered prior to participation in NYSP. Any previously undetected physical problems that are identified receive adequate follow up treatment. In addition, a minimum of one USDA approved meal is provided on a daily basis. Each participant is covered by an accident medical insurance policy and liability insurance is provided for sponsoring institutions.

YOUTHS PARTICIPATING

Boys and girls 10 through 16 years of age are eligible to participate in NYSP. A minimum of 90 percent of the participants in each project must meet economic criteria established by the U.S. Department of Health and Human Services.

NYSP STAFF

NYSP provides maximum feasible employment opportunities in all staff categories for qualified low income residents of the target area who meet U.S. Department of Health and Human Services Annual Revision of Poverty Income Guidelines regarding family income. Each project attempts to recruit a staff sensitive to the needs and problems of its participants. The overall participant-staff ratio falls within the range from 15 to 1 to 20 to 1. Each staff has a nucleus of trained professionals such as coaches, physical education instructors, elementary school teachers and intramural supervisors, assisted by student-athletes and others competent to supervise youth sports activities.

OVERVIEW

The National Youth Academic Sports (NYSP) Program is a free Academic Sports Instruction and Enrichment Program for boys and girls ages 10-16. Enrollment is open to all youngsters in the community whose parents meet Department of Health and Human Services income guidelines.

The NYSP Program operates continuously for a minimum of five (5) weeks plus time allocated for staff orientation, training, and medical examinations for each participant.

An instructional program is offered in the following two categories:

1. Sports Activities - College, elementary and high-school coaches and instructors provide activities in swimming and a variety of other sports, including basketball, football (touch or flag), softball, tennis, track and field, soccer, volleyball, dance/aerobics, badminton, gymnastics and wrestling. Top-quality sports equipment is provided by the program. Small group assignments for hands-on instruction and competition. Excellent college athletic facilities.
2. Enrichment Activities - Community leaders bring information to youth on alcohol- and other drug-abuse prevention, nutrition and personal health, career opportunities and job responsibilities, higher education, and community concerns.

Benefits available to participants include: free medical examination; daily USDA approved meal; free T-shirt; transportation to campus (when necessary); accident- medical insurance coverage; interaction with college student-athletes and staff; and counseling and career instruction.

PROGRAM OBJECTIVES

1. To utilize youth-centered instructional strategies in sports and educational activities.
2. To create a safe and nurturing environment in which every NYSP participant has the opportunity to enjoy learning life and sports skills.

3. To increase effectiveness of NYSP personnel through staff development programs and through the provision of on-the-job training in sports instruction and administration.
4. To increase public awareness of and involvement in NYSP at the local, state and national levels.
5. To expand opportunities for participants from low-income families to benefit from interactive sports skills instruction, engage in sports competition and improve their overall physical fitness.
6. To help participants become better citizens and to provide them with information on career and educational opportunities.
7. To enable institutions of higher education and public and private agencies to participate more fully in community life and in the resolution of community problems.

**College of Education
University of Nevada, Las Vegas
Dr. Porter L. Troutman, Jr., Professor - Activity Director
(702) 895-3229**

NOTICE

WHO? University of Nevada, Las Vegas -- National Youth Sports Program

WHAT? Summer Youth Program (Boys and Girls, Ages 10-16)

WHEN? June 9, 10,11, 12, 13, 16, 17, 18, 19, 20, 23, 24, 25,26,27, 30
July 1, 2,3, 5, 7, 8, 9, 10, 11, 2003

WHERE?

University of Nevada, Las Vegas (Classroom Building Complex), Educational classes, cultural enrichment classes are conducted in CBC A112, C113, C126, 133, C138, C215, C217. Sports Instruction is conducted in the McDermott Facilities and lunch is served in the UNLV Dining Commons.

HOW CAN I JOIN?

Sign up early!

(1). Obtain the registration packet from Dr. Troutman's office at UNLV in the Carlson Education Building, room 306 or download the information from his website: <http://www.unlv.edu/faculty/troutman> Please note NYSP physical examinations are only given on Saturday, May 31, 2003.

(2). Complete the NYSP registration application and application consent forms and medical examination record. **The medical examination record must be completed by a physician.**

(3). Return the NYSP application, two application consent forms and medical examination record to Dr.Porter L.Troutman, Jr.,UNLV, College of Education, 4505, Maryland Parkway, Las Vegas, Nevada 89154-3005 Participants with preexisting medical conditions must consult with your family physician for physical examination.

You must complete the NYSP registration application and application consent forms and medical examination before you are accepted in the program. A parent or guardian must accompany each enrollee. Examinations after June 1 will be the parent/guardian's responsibility.

HOW WILL I GET TO THE UNIVERSITY?

Transportation will be provided from designated areas (see bus schedule on the back side of this form).

WHAT BENEFITS ARE AVAILABLE 1) NYSP T-shirt, 2) daily USDA-approved meals, 3) medical examination, 4) accident medical insurance, and 5) interaction with college students and staff

WHAT KIND OF ACTIVITIES ARE OFFERED? Family focus, Math, science, conflict resolution, multicultural education, basketball, softball, tennis, track and field, soccer, golf, racquetball, volleyball, and dance (including hip hop)

LIMITED ENROLLMENT, SIGN UP EARLY FOR FURTHER DETAILS
CONTACT: Dr. Porter L. Troutman, Jr.-895-3369

PICK UP		RETURN
Bus # 1	SCHOOL	
11:43 a.m.	Madison Elementary School	7:10 p.m.
11:47 a.m.	Agassi Boys and Girls Club at Tennis Court	7:13 p.m.
12:02 a.m.	Rose Warren	6:55 p.m.
12:25 a.m.	Arrive at UNLV	
Bus # 2	School	
11:50 a.m.	Fitzgerald Elementary School	7:14 p.m.
11:54 a.m.	Booker Elementary School	7:07 p.m.
11:58 a.m.	West Middle School	7:02 p.m.
12:02 p.m.	Kelly Elementary School	6:57 p.m.
12:07 p.m.	Carson Elementary School	6:54 p.m.
12:25 p.m.	Arrive at UNLV	7:07 p.m.
Bus #3		
11:54 a.m.	Lincoln Elementary School	7:13 p.m.
11:58 a.m.	Cahlan Elementary School	7:09 p.m.
12:00 noon	Bridger Middle School	7:04 p.m.
12:02 p.m.	Mc Call Elementary School	7:00 p.m.
12:09 p.m.	Squires Elementary	6:55 p.m.
12:25 p.m.	Arrive at UNLV	
Bus # 4		
11:13 a.m.	Tate Elementary School	7:21 p.m
11:19 a.m	Von Tobel Middle School	7:16 p.m
11:22 a.m	Herron Elementary School	7:14 p.m
11:25 a.m.	NLV Boys and Girls Club	7:07 p.m
11:31 a.m	Bracken Elementary School	7:01 p.m
11:36 a.m	Lunt Elementary School	6:59 p.m
11:40 a.m	Roy Martin Middle School	6:53 p.m
11:44 a.m	Sunrise Elementary School	6:51 p.m
12:25 p.m	Arrive at UNLV	

PLEASE MAKE SURE YOUR CHILDREN ARE AT THE BUS STOP AT LEAST 20 MINUTES BEFORE THE SCHEDULED PICK-UP TIME

THE DAILY SCHEDULE (MONDAY THROUGH FRIDAY) IS AS FOLLOWS

12:30 Staff and Students Arrivals - Attendance

1:00 P.M. - 1:45 P.M - LUNCH-UNLV DINING COMMONS

2:00 P.M. - 3:25 P.M. - CULTURAL ENRICHMENT, MATH AND SCIENCE: CLASSROOM BUILDING COMPLEX - BREAKOUT ROOMS: CBC A108, 110,112, 113, 114,116.

3:30 P.M. - 4:20 P.M. - SPORTS INSTRUCTION - MCDERMOTT CENTER FACILITIES

4:25 P.M. - 5:15 P.M. - SPORTS INSTRUCTION MODERMOTTCENTER FACILITIES

5:20 P.M. - 6:10 P. M. - SPORTS INSTRUCTION – MCDERMOTT CENTER FACILITIES

6:10 P.M. - 6:30 P.M SNACK - MCDERMOTT CENTER PATIO

UNLV / NYSP ROLES / RESPONSIBILITIES

ACTIVIY DIRECTOR

Sports Planning /Administration & Program Supervision

1. Development of unit or lesson plans
2. Progression in teaching sports skills
3. Safety concerns in the aquatics program
4. Administration of skills tests
5. Physical fitness testing
6. Daily activities schedule

Staff

1. Hiring and motivation of qualified staff
2. Staff orientation and evaluation

Record Keeping

1. Participant discipline
2. Preparation for on-site visitation
3. Establish incentives for participant competition activities
4. Working together with other local projects

SPORT PROFESSIONAL SPECIALIST

Curriculum Development

1. Supervise student during arrival, cafeteria, passing, bathroom, Classroom Building Complex, P.E. Locker room, P.E. Complex, Patio Area and departure
2. Lesson plans for each Sport/Skill taught according to age and ability
3. Administer and develop skills test for each activity
4. Activities should be 90% instruction and competition

Roll Taking

1. Instructors should keep accurate roll
2. Call out each student's name
3. Indicate (A) if the student is absent
4. Roll should be taken before the students leave the cafeteria for Classroom Building Complex.

Lesson Plans

1. NYSP Guidelines state that lesson plans must be turned into the Activity Director and kept on file for evaluation by the NYSP Evaluators.
2. Lesson plans for one week of classes are to be submitted to the Activity Director on the Monday morning of each new week.
3. Lesson plans should be followed as closely as possible. Please note any changes on your copies. Always have lesson plans with you during class time.
4. Utilize the Assistants. They are there to assist you - make use of their expertise.
5. Prepare lessons in a conscientious and professional manner. Remember to keep the child's age, background, and previous experience in mind when preparing and teaching lessons.
6. NYSP Guidelines clearly state that 90% of the activities time be for instruction and competition. This is not a "recreation" program - it is for instruction and competition.
7. Encourage competition. Provide alternate activity for those who do not participate.
8. Lesson plans should clearly state skill progression and skill testing.

DRUG EDUCATION SPECIALIST

Curriculum Development

1. Development of lesson plans utilizing hands-on activities
2. Effective use of instructional staff
3. Coordination with enrichment coordinator
4. Effective use of small group instruction
5. Utilizing age/culture appropriate materials
6. Networking with campus, local, state and national resources
7. Emphasis on alcohol and other drugs in curriculum planning
8. Emphasis on prevention in curriculum planning
9. Development of lesson plans that promote positive self- esteem
10. Recommendations for the alcohol-and-other-drug prevention curriculum from EMT Associates, Inc. evaluation report

Other

1. Speaker selection sensitive to needs of participants
2. Speaker selection reinforcing overall plan and design of curriculum
3. Sensitivity to coping skills of participants and household environments

LIAISON OFFICER

Recruitment

1. Procedures for recruitment of participants
2. Types of agencies and schools to contact
3. Securing necessary parental permission

Attendance

1. Establish attendance policies and procedures
2. Develop procedure for contacting absent participants
3. Assist with daily transportation schedules

Relationship with Community

1. Personal meeting with community leaders
2. Assist in recommending selection of advisory committee members
3. Secure contributions from local community
4. Assist in contacts with local and state congressional representatives
5. Establish year-round contacts with community leaders

MEDICAL COORDINATOR

Physical Examinations

1. Assist in securing physicians to conduct medical exams
2. Assist participants in securing make-up exams if absent at initial physical exam date

Follow-up Procedures

1. Notification of parents of problems identified
2. Locate available medical facilities
3. Counsel participants with medical problems

Other

1. Develop emergency medical procedures for project
2. Orient staff on daily medical procedures
3. Attempt to provide more than minimum requirements in the medical exams, especially for high-risk population areas

EDUCATION SPECIALIST

Curriculum Development

1. Coordination with alcohol-and-other-drug prevention specialist
2. Effective use of instructional staff
3. Development of lesson plans utilizing hands-on activities
4. Effective use of small group instruction
5. Utilizing age/culture appropriate materials
6. Networking with campus, local, state and national resources
7. Emphasis on career opportunities and job responsibilities
8. Emphasis on nutrition and personal health
9. Emphasis on higher education opportunities
10. Development of lesson plans that promote positive self- esteem

Other Topics

1. AIDS education
2. Gang influences
3. Coping with suicidal emotions
4. **FAMILY FOCUS**
5. Speaker selection sensitive to needs of participants
6. Sensitivity to coping skills of participants and household environments

MATH AND SCIENCE SPECIALIST

1. To plan for and provide instruction in all aspects of the math/science education program in conduction with the Education and ATOD Specialists.
2. Provide hands-on interactive math/sciences lessons
3. Other appropriates math/sciences activities

PROGRAM ASSISTANT AND/OR CLERICAL OFFICE STAFF

Responsibilities

1. Collect NYSP applications and medical exams daily from designated assistant
2. Record/add new NYSP applicants to roster immediately. Complete registration and income statement on each
3. Maintain a supply of NYSP application, income statements and medical examination forms daily
4. Maintain a list of NYSP participants with and without medical and registration applications
5. Submit new roster to me only on a daily basis
6. Prepare records for site visitation
7. Maintain 304 available present 3:20-6:10p.m.
8. Recruit via calling students that are absent daily from 3:20- 6:00 p.m. unless redirected
9. Type immediate memos, schedules and Xeroxing of them when needed
10. Take minutes at staff meeting and type for dissemination by Wednesday of the following week
11. Make sure Kathi receives all original copies of any typing that you may do, so they can be filed
12. Work in conjunction with the Medical Coordinator to establish and maintain NYSP Medical Records in accordance with NYSP National Guidelines
13. Be present and on site at 12:30 daily to collect, process and articulate all new applicants
14. Assist in preparation of NYSP materials for Registration, Orientation, Administration and Evaluation
15. Other responsibilities designated by Activity Director to insure smoother operation of program

Extended Contract Description – Aide

In order to insure a successful program for the participants, the aides will assume the following responsibilities and duties:

- Responsible to the Activity Director and all others to whom supervisory responsibility has been delegated.
- Shall have full responsibility for all group members at all times, supervise assigned group in all activities.
- Shall set an example on promptness to activities.
- Shall set an example in manners, language, and sportsmanship.
- Shall remember that loyalty belongs first to the program, the staff and then to the individual group; therefore a team spirit should exist.
- Shall observe participants carefully for extreme deviations from good health, sanitary, and social standards.
- Shall maintain friendly relations with participants.
- Shall report promptly to the Activity Director difficult situations which may arise in student and staff relations.
- Shall develop attitudes conducive to constructive group interaction among all participants.
- Shall build group unity, identity, organization, and loyalty.
- Shall be willing to assist the Activity Director at all times, and shall carry out assignments given by the Activity Director.
- Shall dress properly remembering that dress reflects upon the reputation of the program.
- Shall strive continually to make the program an experience that will assist and improve those youngsters who are attending.
- Shall act as a public relations person whenever the occasion arises.
- Shall have a fun, educational, and enjoyable experience
- Shall assist with general procedures during lunch.
- Shall assist professionals in activity instruction.
- Shall keep accurate and neat attendance records.
- Shall accurately record the names of those participants who have received NYSP T-shirts.
- Signature _____ Date _____

UNIVERSITY OF NEVADA, LAS VEGAS

Extended Contract

Job Description - Professional Staff

In order to insure a successful program for youngsters attending the 1996 National Youth Sports Program, Professionals will assume the following duties and responsibilities:

- Responsible to the Activity Director:
- Attend orientation sessions when scheduled.
- Shall report to work each day promptly by 12:30 p.m. and remain until 6:30 p.m.
- Shall teach progressive lessons in designated activities that are geared to the age level and interest of all participants.
- Shall be responsible for aides while they are involved in your activity.
- Shall assist in planning and supervising special activities.
- Shall build and maintain esprit de corps and continually strive and bumorale and enthusiasm.
- Shall develop an instructional plan using behavioral objectives and showing proper learning progression for boys and girls ten to sixteen years of age. This plan must be typed in good form and submitted to the activity director by the end of the first week of the program. Outside activities must include plans for inclement weather. Develop a skills test for each skill taught in your activity.
- Shall report difficult situations promptly to the Activity Director which may negatively impact the execution of quality instruction.
- Shall assist with attendance and supervision during the program day.
- Shall strive continually to make the program an experience that will assist and improve those youngsters attending.
- Shall act as a public relations person whenever the occasion arises. Shall have full, educational, and enjoyable teaching experience.
- Shall assist in getting groups to activity stations.

Thanks for your valuable contributions to the success of the NYSP. Please sign and return to me as soon as possible if you are able to execute these duties

Signature _____ Date _____

NATIONAL YOUTH SPORTS PROGRAM GUIDELINES ASSIGNMENTS 2003 RESPONSIBILITIES

<u>Guidelines</u>	<u>Responsible Person</u>
A. Participating Youth A1-A15	Troutman Troutman
B. Project Personnel B1-B23 B4 B5 B6 B7 B8 B9 B10 B11 B12	Troutman Troutman Hester Wells Miller Hunter Adelman / TBA Professional Instructors Project Assistants/Aides Support Person
C. Project Schedule C1-C2	Troutman Troutman
D. Activity Program D1-D13 D3, 4,5,6,7,8,9,10,11,12,13	Troutman Troutman Professionals & Aides
E. Education Program E1, 2, 3 E3 E4 E5 E6 E7 E8 E9 E10	Miller, Shoop, Wells & Adelman Miller, ShoopWells & Adelman Miller & Shoop Wells Wells Adelman Miller, Shoop, Wells & Adelman Professional / Instructors Wells & Instructors Miller, Shoop, Wells & Adelman
F. Nutritional Services F1, 2, 3, 4	Troutman Troutman
G. Medical Coordinator G1, 2, 3, 4, 5, 6, 7, 8 (2)	Panchan Troutman
H. Community Participation 1, 2, 3, 4, 5 I, J, K, L, M	Hester Hester Troutma

PERSONNEL POLICIES (JUNE 9, 2003)

1. All professional staff members are expected to stand/walk around and monitor their group during lunch (1:00 - 2:00 p.m.).
2. Staff members are responsible for equipment and supplies checked out to them.
3. Make sure all program facilities are safe and properly organized for activity.
4. All staff must attend all staff meetings.
5. Staff should always be 'in assigned areas. Please notify Activity Director Dr. Porter Troutman of any changes.
6. You will be expected to attend each session. If you cannot be here because of illness or emergency, please contact Dr. Troutman (895-3369) so adjustments can be made or Kathi at 895-4852.
7. Missed day(s) will result in loss of pay for that time and delay in pay.
8. Instructors must take accurate daily attendance. Return attendance sheets to _____ at lunch.
9. When going to activities, keep group together and rotate in an orderly fashion.

10. **Discipline: Be firm--we want to emphasize a quality program.**

Abide by all rules and policies. Use your good judgment in handling discipline matters. Be FAIR and CONSISTENT - RESPECT will surely develop. Do not use physical force to handle discipline problems. Refer difficult problems to the liaison officer and/or activity director. These are CCSD students. **DO NOT CALL THE POLICE ON OUR STUDENTS UNLESS YOU ARE IN A LIFE THREATEN SITUATION. USE GOOD JUDGEMENT!**

11. Dress appropriately (NYSP shirt) - neat and well groomed. Set a good example!
12. Be perceptive of each child's needs. Give equal attention to everyone--do not play favorites.
13. The participants are here to learn, have fun, and gain new experiences. Your role as a staff member is to promote and enhance these opportunities. Your outlook and attitude are instrumental in determining the success of the program.
14. This can be a great learning experience for everyone. Take advantage of this opportunity to enhance your personal talents in teaching, coaching, and working with people.
15. We are counting on EVERYONE to help us conduct a quality program. Please talk to Dr. Troutman, Ms. Hester, Ms. Hunter, Dr. Miller or staff if you need any assistance or have any questions regarding your role in the program.

16. Please adhere to time schedule. All staff must remain on campus during operational hours of program. **Guideline B 1**

17. The activity director will inform all instructors of schedule changes.

18. Pay Adjustments/Responsibilities

a. Late arrivals, absences and early departures will result in an adjustment in pay per your signed agreed salary. This is in accordance with National Youth Sports Program Guidelines and safety responsibilities.

b. ALL staff and assistants must remain with their assigned group from the time the students arrive until they depart.

c. All staff must assist student line to the buses (see bus line assignment).

d. Staff and/or assistants shall refrain from eating lunches or snacks. Again this is in accordance with the State Department's Guidelines. However, you may eat if you pay. Unless permission is given.

e. Designated staff members shall distribute snacks only. STAFF SHOULD NOT EAT SNACKS.

f. All staff and assistants must remain on campus during NYSP work hours.

g. Lesson plans for all activity lessons taught must be submitted prior to teaching the lesson.

h. All professional staff members (not coach) shall assist with the educational program. Guideline 10. The ATOD Specialist, education specialist, math and science specialist shall be actively involved in teaching throughout the operational hours of the program.

i. WE ARE NOT A DISCIPLINE PROGRAM.

j. **DO NOT CALL THE POLICE ON OUR STUDENTS UNLESS YOU ARE IN A LIFE THREATEN SITUATION.**

k. NYSP staff members are permitted to eat at 11:30 a.m. – 12:10 p.m. daily.

It will be your responsibility to pay after 12:10 p.m.

L. ALL PERSONNELL MUST ASSIST WITH THE ARRIVAL, PASSING, INSTRUCTIONS AND DEPARTURE OF STUDENTS DAILY

Remember, we must be in the arrival area by 12:30 p.m.

THANKS, LET'S HAVE GREAT SAFE SUMMER!

LEADERSHIP

MAJOR QUALITIES OF THE DYNAMIC LEADER

I. Communication - The greatest tool of the group leader. The success or failure of most leaders can be determined by how well you communicate with your followers. Four simple factors to remember are:

1. Gain attention
2. Retain attention
3. State ideas precisely
4. Be a good listener

2. Concentration - You should develop the habit of pinpointing what you want to do and get rid of all extraneous thoughts.

3. The Power of Praise - Remember a "Thank You" or "Good job" for letting your group know that their effort is appreciated. If you do not give your group credit for the effort they put out, you will not get the best performance from them. Build your group's self esteem. The more confident the children feel, the better they perform.

4. Commitment - Make an aggressive effort to achieve some kind of results regardless of obstacles that stand in the way.

5. Character - Because of the relationship between you and your group, it is essential that you display good character. "Children are prone to imitate those who direct their play life."

6. Making Decisions - Try to assist your group in forming the ability to make clear, crisp, and solid decisions. Try to practice what you preach.

7. Project Good Habits - About 80% of what you do every day is habit--display good work and play habits that will rub off on the youngsters.

MOTIVATING YOUR GROUP

1. Emphasize the, positive, not the negative.
2. Be at ease, optimistic, and positive in manner.
3. Speak clearly and distinctly in a pleasing but firm voice. Project your voice.
4. Allow your interest and enthusiasm to be contagious.
5. Praise the strengths of a youngster and what he or she is doing.
6. Set realistic goals for your group and individual youngsters.
7. Don't subject your group to failure situations.

8. Provide opportunities for success and mastery of tasks.
9. Allow your group to self evaluate tasks and skills emphasizing strengths.
10. Children with low self-confidence look to others for reassurance. Build that confidence up!

HELPFUL HINTS ON BUILDING A POSITIVE ATMOSPHERE WHILE AT WORK

Learn all the names of your group members early.

Encourage participants to talk to you.

Make everyone feel important!

Be a **good** listener.

Use a non-challenging way of correcting participants.

Be consistent in your application of rules and regulations.

Be firm, fair and impartial.

Identify and work with the “natural” leaders who emerge from your group.

Show a genuine interest and respect for all participants.

Be yourself - and remember to have fun!

Be yourself - and remember to have fun!

Be yourself - and remember to have fun!

Be yourself - and remember to have fun!

Be yourself - and remember to have fun!

DISCIPLINE

The most desirable relationship between you and your group is one of mutual respect and cooperation. The word "discipline" is not synonymous with punishment.

1. Good discipline is control and direction of behavior, listening, informing, structuring, and responding.
2. The goal of discipline is self-control.
3. A good leader is firm but friendly, not harsh or punishing, not lax or hesitant
4. Repeated warning without action weakens the leader's position in the eyes of participants.
5. The need for enforcing discipline is least evident when there is a great amount of interesting activity.
6. The best discipline is the preventive discipline of an active, interesting program conducted by a courteous, sympathetic, and enthusiastic leader.

To build a positive NYSP atmosphere and lessen the need for discipline, you should:

1. Learn all the names of your group early.
2. Encourage the youngsters to talk to you.
3. Make everyone feel important.
4. Be a good listener.
5. Use a non-challenging way of correcting the youngsters.
6. Be consistent in your application of rules and regulations.
7. Be firm as well as fair and impartial.
8. Identify and work with the natural leaders who emerge from your team.
9. Show a genuine interest in all youngsters.

All discipline problems should be forwarded to Mrs. Hester or Dr. Troutman. Please refrain from getting into verbal confrontations with students. **NEVER STRIKE THE STUDENTS.**

10. DO NOT CALL THE POLICE ON OUR STUDENTS UNLESS YOU ARE IN A LIFE THREATEN SITUATION.

SAFETY AND FIRST AID

1. A nurse is on duty to handle all daily injuries and illnesses occurring during the program. Any referrals and follow-ups will be performed by the nurse. All NYSP personnel should always be alert for any injuries to and/or illnesses of program participants during all activities.
2. A counselor should accompany the participant to the nurse's station in the NYSP office and, if possible, remain with the enrollee until action has been taken. The Activity Director, or Liaison Officer, must be contacted immediately in the case of serious injury or illness. If necessary, the Medical Coordinator, the Activity Director, or the liaison Officer will contact the enrollee's parents.
3. If a counselor cannot accompany the individual to the nurse's room (in case of a minor injury or illness) special attention should be made to insure that the individual returns within a specified time. Always be cautious when a serious injury or illness occurs, When in doubt, immediately send for the nurse.
4. All staff members will be issued vinyl gloves that are to be used when treating a blood related injury.

UNLV Police (x3668) NATIONAL YOUTH SPORTS PROGRAM

EMERGENCY MEDICAL PLAN (First steps in FIRST AID)

1. When you approach a seriously injured person, think of the ABCs:
 - A - is for airway. Make sure the victim's airway is not blocked by the tongue, secretions or some foreign body. -
 - B - is for breathing. Make sure the person is breathing. If not, administer artificial respiration.
 - C - is for circulation. Make sure the patient has a pulse. If no pulse is felt, administer cardiopulmonary resuscitation - CPR.
2. Check for bleeding.
3. Act fast if the victim is bleeding severely, or if he has swallowed poison, or if his heart or breathing has stopped (every second counts).
4. Although most injured persons can be safely moved, it's vitally important not to move a person with serious neck or back injuries unless you have to save him from further danger.
5. Keep the patient lying down and quiet. If he has vomited and there is no danger that his neck is broken, turn him on his side to prevent choking. Keep him warm with blanket or coats.
6. Have someone call for medical assistance while you apply first aid. The person who summons help should explain the nature of the emergency and ask what should be done pending the arrival of the ambulance.
7. Examine the victim gently. Cut clothing, if necessary, to avoid abrupt movement or added pain. Don't pull clothing away from burns unless it is still smoldering.
8. Reassure the victim, and try to calm yourself. Your calmness can allay his fear and panic.
9. Don't give fluids to an unconscious person; fluids may enter his windpipe and cause suffocation. Don't try to arouse an unconscious person by slapping or shaking.
10. Look for an emergency medical identification card or an emblematic device that the victim may be wearing to alert you to any health problems, allergies or diseases that require special care.

(TREAT) EVERY LIFE AS IF IT WERE YOUR OWN)

UNIVERSITY OF NEVADA, LAS VEGAS
NATIONAL YOUTH SPORTS PROGRAM

June 9, 2003

Dear _____

Your child, _____,
was examined by Dr. _____, National Youth Sports
Program Physician, and has been referred to see your family doctor for
the following reason(s):

Sincerely,

Clara Hunter, R.N.
Medical Coordinator

Dr. Porter L. Troutman, Jr.
Activity Director

AUTHORIZATION FOR MEDICAL TREATMENT

Name: _____ Camp: _____

Medication Allergies _____ Age: _____

Yes _____ No _____ 1. Is he/she taking any medication on regular basis? If yes what? _____

Yes _____ No _____ 2. Is he/she under a doctor's care at this time? If yes, why? _____

Yes _____ No _____ 3. Does he/she have any chronic medical

Problem? If yes, what? (asthma, epilepsy, etc) _____

Yes _____ No _____ 4. Has he/she had a parent die from a heart attack before the age of 40? _____

Yes _____ No _____ 5. Does he/she have a history of head injury resulting in the loss of consciousness? _____

Date of last Tetanus Shot: _____

I HEREBY GRANT PERMISSION FOR MY CHILD TO HAVE A PHYSICAL EXAMINATION AND RECEIVE MEDICAL CARE AND/OR TREATMENT IF-NEEDED BY STUDENT HEALTH SERVICE MEDICAL STAFF AND NYSP MEDICAL STAFF.

Signature of Parent or Guardian: _____

Date: _____ Home Phone: _____ Work Phone: _____

NYSP

OFFICE OF THE Medical Coordinator

Mini-Medical Fanny Bag

Rationale for Usage:

1. Easier and faster way to tend to injuries/illnesses

1. Bloodborne diseases - OSHA Regulations
2. Preparation for Pre-existing conditions such as diabetes, asthma & bee sting allergies

These kits (Fanny Bags, Baggies, Zip-locks or small Caboodles boxes) should include items such as:

1. Rubber Gloves
2. Polysporin/Neosporin
3. Band-Aids
4. Gauze or 4X4's
5. Bee-Sting kits or dire emergency meds
6. Names of individuals who require special care.
(Confidential)
7. Plastic bag for temporary disposal of soiled items
8. Optional: Q-tips, alcohol pads &/or safety pins

The Fanny bags, Zip-locks and Baggies are inexpensive and can be name labeled and assigned as well as returned to the Medical Coordinator for re-stocking and for reuse for the following year(s). The Kits should be carried and used by Group Leaders and/or Auxiliary Staff at all times.

Preparation for injury/illness is half the cure.

SUPERVISION

MEALS

1. Lunch will be served in the University Cafeteria. Each participant will receive lunch and a snack. Mealtime is a great time to get to know your group members. Take advantage of this time by setting a good example and finding out more about each child. Remain with your group.
2. Meals can also be very hectic! Please monitor behavior and do not allow participants to move around unnecessarily. No one is allowed to leave the dining area until officially dismissed. Please make sure that tables and eating areas are kept clean.
3. When going through the food line, there should be one counselor in front and one at the end of your group. Everyone must take all the food that is served. Encourage participants to try all foods.

ARRIVAL/CAFETERIA ASSIGNMENT SUPERVISION

1. All Staff -- Must be on time (12:30) and in their designated areas (outside) to meet students. All staff members are expected to meet the buses. Engage students with motivational quotes etc.,
2. Students should be in a single/double file line.
3. All staff will escort assigned groups of students into the cafeteria and food lines. Staff will remain with students and assist in seating each student in designated seating area.
4. Staff will assist students in selecting/requesting NYSP menu items only.
5. Staff will serve students milk, juice or water. Students will not be permitted to acquire these items.
6. Students are permitted to pass through food lines one time. Students must remain in assigned seating area with assigned staff.
7. Students may use the bathroom facilities during our departure to the enrichment activity. Staff will monitor this process/procedures.
8. Staff should acquire meals before students arrival.
9. All staff must monitor each student and remain with their assigned group.

CAFETERIA ASSIGNMENT SUPERVISION

1. Instructors/Aides must seat 10 year old students at the EAST end of the cafeteria followed by subsequent seating 11, 12, 13, 14, 15 and 16.
2. Instructors/Aides must remain with their group at all times whether the group is seated or moving about.
3. Instructors/Aides and Upward Bound Assistants will have each student place left-over food at the end of the table.
4. Instructors/Aides will instruct each student to clean up their area and push their chair under the table. They are to leave the dining area in a single file line to their next designated area. **REMIND THEM TO BE MANNERLY AT ALL TIMES.** Please leave the Cafeteria for Beam Hall as soon as your group completes their meal.
5. **INSTRUCTORS/AIDES MUST REMAIN WITH THEIR ASSIGNED GROUP AT ALL TIMES.**
6. The State Department of Education will not reimburse NYSP for food eaten by staff. Please refrain.
7. Instructors/Aides should serve each student water.

8. Instructors/Aides should encourage students not to dump their plates and silverware into the garbage.
9. Instructor/Aides will move their group out of the cafeteria as soon as the group is finished eating.

BATHROOM

1. Students should be taken to the bathroom in a group and to get a drink before the beginning of the Enrichment Program.
2. Students should use the Classroom Building Complex bathroom facilities

PASSING

1. Students should walk in a single or double line(s) when passing from the Cafeteria to CBC, P.E. Complex and buses. **INSTRUCTORS/AIDES SHOULD BE POSITIONED -- ONE AT THE FRONT OF THE LINE AND ONE AT THE END OF THE LINE.**
2. Students should walk on the sidewalk when passing from building to building (stay to the right).
3. Instructors/Aides should make sure that all students stay to their right (against the wall) when passing in the P.E. Complex halls.
4. Students should not be allowed to roam the halls w/o an Instructor or Aide.
5. Aides will escort all students between classes.

SUPERVISION

CLASSROOM BUILDING COMPLEX - BREAKOUT ROOMS: CBC A112, C113, C126, C133, C215, C217

1. Instructors/Aides must escort students to their designated area in the auditorium/breakout rooms and remain seated with their group.
2. Instructors/Aides must remain and supervise their group at all times.
3. Students should not be allowed to leave the auditorium during a presentation unless it is an emergency. -
4. Instructors/Aides should monitor the behavior of their group by moving around whenever necessary (no staff groups).
5. All instructors must be consistent in their discipline procedures.

6. PHYSICAL EDUCATION COMPLEX SUPERVISION

Sports instruction assignments during class exchange. Instructor's and aides will monitor halls during class exchanges.

_____ -- Middle Hall -- Moving about
_____ -- North and East Hall -- Moving about
_____ -- North and South Hall -- Moving about

INSTRUCTORS/AIDES SHOULD INSTRUCT ALL STUDENTS TO LINE UP ON THE RIGHT WALL AND STAY ALONG THE WALL DURING CLASS EXCHANGE AND EXITING.

SWIMMING PROCEDURES - COUNSELORS

1. Be prepared to assist in swimming--at discretion of _____
2. Stay in pool area and supervise participants who do not go in the water.
3. Collect suits, if necessary. Please make sure that they are all accounted for each day.
4. Supervise the locker room--see that there is no "horse play."
5. After swimming, one counselor should stay in hall area and locker room to supervise participants as they leave the locker room.

Swimming is a very important part of the activity program. Please make every effort to encourage your group members to participate. We will be operating on a very tight schedule with the pool time, so make sure that you understand the pool procedure outlined so we can maximize the instructional time in the water. Thank you for your cooperation.

LOCKER ROOM

1. An Aide must remain in the locker room area during swimming classes.
2. An Assistant should instruct participants to use only designated lockers in the assigned area.
3. An Assistant must move around, and monitor lockers that are being utilized by participants.
4. An Aide must make sure the locker room showers are turned off.

P.E. COMPLEX FRONT PARKING LOT SUPERVISION (DEPARTURE AREA)

1. All Instructors/Aides will escort their students from their last class to the patio area / Bus assigned area.
2. Instructors/Aides will remain with their group until they are served a snack.
3. Instructors/Aides will assist students back to their designated area.
4. Students must be seated by Instructor/Aides.
5. Instructors/Aides must remain with their group to assure that all students place trash and uneaten food in trash containers.
6. Instructors/Aides should not allow students to take food on the buses.
7. ALL professionals must escort students to their designated bus.

PARTICIPATION

All Instructors/Aides must encourage full participation in all NYSP activities.

UPWARD BOUND ASSISTANTS

Instructors do not sign time sheets unless the students have worked from 12:30 - 5:00 p.m. daily.

BUS DEPARTURE ASSIGNMENTS

BUS #1

BUS #2

BUS #3

BUS #4

NEVADA DEPT. OF EDUCATION SITE TRAINING
AGENDA, SITE TRAINING
May 24, 2003

Location of Training_____ Date_____

Person giving training_____

Persons receiving training_____

TOPICS

1. General Program Explanation
 - a. Purpose of the program
 - b. Site eligibility
 - c. Necessity for accurate records
 - d. Organized activity at site
2. Site Operation
 - a. For sites where sponsor prepares the meal
 1. Meal pattern requirement
 2. Menu adjustments
 3. Meal preparation adjustment/production records
 4. Inventory
 5. Facilities available for storing meals
 6. What records are kept and what forms are used
 - b. For sites served by food service management companies or school food authorities
 1. Meal pattern requirements-sponsors menu
 2. Delivery schedule-exact times
 3. Adjustments in the delivery amount
 4. Facilities available for storing meals
 5. Who to contact about problems-menu & telephone number
 6. Approved level of meal service
 7. What records are kept and what forms are used
3. Record keeping
 - a. Meal count
 - b. Food Purchases/delivery receipt
 - c. labor & actual time spent on SFSP
 - d. Special problems
 1. Seconds
 2. Leftovers

3. Spoiled food

- e. Collection of records
- 4. Monitors
 - a. Duties and authority
 - b. Assigned monitoring schedules/monitor review form
 - c. Sanitation and health code
 - d. Safety
 - e. Problems (what to do): inclement weather, unauthorized adult meals, discipline, trash removal, nutrition education
 - f. Corrective action timeframe
- 5. Civil Rights
 - a. Poster displayed
 - b. Check need for language assistance
 - c. Make information available to the public on request
 - d. include nondiscrimination statement and instruction for filing complaints in material directed to parents or potential
 - e. Assure service to all attending children
 - f. Assure all children have access to service
 - g. Determine participants racial/ethnic category

Sponsors must keep records that document (1) the dates of training for site and administrative personnel (2) the attendance, and (3) the topics covered at each session. To meet this requirement, please follow the above outline. Have individuals attending training sign this form and keep the original for your program file. Please return a copy to: Nevada Department of Education

POINTERS FOR ALL STAFF

"The Professional" tries to provide each child with a situation in which he can grow as an individual. Our primary means for accomplishing this is the team experience. A child comes to the program and is assigned to a team. With his fellow teammates he learns what a team is all about -- the comradeship, the responsibility, the shared emotions, the pride he can feel in himself and his team from a cooperative effort, and the fun.

But what about the sports, the competition? These are vital factors in the program, but they cannot stand alone. Teaching the forward pass or coaching a winning volleyball team is easy compared to the rest that is expected of you:

If you are a Professional, your responsibility is to develop a team of happy individuals, a team which works hard to win and loses with honor. Your official title is Mr. X not coach. If you are a professional, your responsibility is to aid in the development of camaraderie as you "share your specialty" with the different teams. So your job is a tough one -- and one difficult to measure objectively. But there are signs you can look for: a team which laughs, a team which cheers its members (instead of harassing them), a team which can say proudly that they played a good game, a team which does not tolerate cheating. These are sure giveaways that you are doing your job.

Some guidelines you might keep in mind as you work to develop a good team experience are these:

Be prepared. Your job requires planning. We run a very tight schedule and you must make good use of your time. This means having lesson plans and being prepared with discussion topics if time permits. You will need to be organized but you will need to be flexible -- hard to achieve, but necessary.

Be honest. Don't try to be someone other than yourself for five weeks. First of all, it won't work -- the kids can spot a phony. Second, you were hired as you, because you have the potential to do a good job. So be real, react honestly and be fair -- your team will respond with real respect. Be a member of the Staff Team. The program won't work unless we work together. Get to know your colleagues. Use them as resources and friends. Let the administrative staff help you (that's why they're here) and ask questions. Don't let little things become big things. Get them settled immediately!

Let's have a great summer!

**NATIONAL YOUTH SPORTS PROGRAM
SUMMER FOOD SERVICE PROGRAM
NEWS RELEASE**

The University of Nevada, Las Vegas is participating in the summer food service program. Meals will be provided to all children without charge. Acceptance and participation requirements for the program and all activities are the same for all regardless of race, color, national origin, sex, age, or handicap, and there will be no discrimination in the course of meal service.

UNIVERSITY OF NEVADA, LAS VEGAS
4505 MARYLAND PARKWAY
LAS VEGAS, NEVADA 89154

1:00 - 1:45 pm	Lunch	Dining Commons
6:10 – 6:30 pm	Snack	PE Complex

These facilities are operated in accordance with USDA policy which prohibits discrimination on the basis of race, color, sex, age, handicap, religion or national origin.

Any person who believed he/she has been discriminated against in any USDA related activities should write to:

Administrator
Food and Nutrition Service
3101 Park Center Drive
Alexandria, VA 22302

Signed _____ Date _____

Dr. Porter L. Troutman, Jr.
NYSP, Activity Director

AGENDA FOR FIRST TEAM MEETING

Be enthusiastic and flexible! Enjoy getting to know your team on the first day. Here are some things to remember:

1. Be sure that each child is officially assigned to the team. Check their names on the master team list. Notify the Liaison Officer if a mistake has been made. Do not take the child's word for it that his/her name was accidentally left off your list!
2. Introduce yourself and tell the team about your background, coaching methods, etc.
3. Start learning each child's name.
- 4. Go over the Rules and Conduct with your team.**
 - a. No one plays who is not an official member (which means that they have had a physical and are on the master roster).
 - b. Be on time, but do not come very early.
 - c. Stay out of the buildings!! Stay with your team.
 - d. Bring bathing suits and towels on the days you swim.
 - e. Do not bring valuables!
 - f. Wear tennis shoes every day.
 - g. Always be careful crossing streets while on campus.
 - h. Never argue with calls made by officials during competition.
 - i. Read them the "Code of Conduct." This is important!
 - j. Review name tag procedures – arrival and departure
 - k. Calendar competition
 - l. Family Focus Day
 - m. Incentives for Best Teams and Students
 - n. Pre-Surveys
 - o. Cell phones and beeper use in class

5. Go over the National Youth Sports Program with your team.

Teach them the quiet sign. (Important to do first day.) Mention the field trips, and special events (Inter-Club Competition, Talent Show, etc.). Tell them about the good

lunches, T-shirts, and sports. Start picking a team name and identify symbol (example from the past includes handshakes, matching shoelaces and ribbons, "The Big Green Machine", "Orange Crunch Bunch").

6. Ask questions that will help you get to know them better, and that will get them to relax and get involved, like: (a) Were you here last year? (b) What do you expect of this program? (c) Do you have any relatives in the club? (d) Where do you live? (e) What is your favorite sport? (f) Who is your favorite athlete?

7. Procedures for issuing and picking up lanyards.

- A. Bus exit and attendance
- B. Bus entry and departure

8.OTHER

To: Otto Ravenholt, Chief Health Officer
Clark County Health Department
625 Shadow Lane
Las Vegas, NV 89106

From: Dr. Porter Lee Troutman, Jr., Professor

Re: Summer Food Service Program

Date: May 5, 2002

The University of Nevada, Las Vegas' National Youth Sports Program will sponsor a Summer Food Service Program for boys and girls ages 10 - 16.

Lunch will be served 1:00 to 1:45 pm in the Dining Commons.

A snack will be served 6:10 – 6:30 pm on the McDermott PE Complex.

For additional information please call 895-4407

Thank you.

DAILY LESSON FOR GROUP LEADERS

1. Greet participants, get them seated and quiet. Remember to say something positive.
2. Learn the names as quickly as possible. (Remember, a quiet is not always best.) Get involved.
3. Complete daily attendance - Mark "A" if the participant is absent. If the participant is present, leave the space blank.
4. Complete the Absentee Bulletin. Record the names of the absent participants on the absentee sheet.

DO NOT RECORD ANY NEW NAMES ON YOUR ROLL SHEET
UNLESS THE NAMES HAVE BEEN APPROVED FROM THE
NYSP OFFICE.
NO EXCEPTIONS

If a new child comes to you without a note have your assistant escort this child to the NYSP office.

5. Review your activity schedule with your group daily. Tell them what activities they will participate in on that day.
6. Tell them before they go to their bus groups at the end of the day, what activities they will participate in on the next day. Always remind them to bring the following:
 - a. swim suit/ towel on swim days
 - b. sunscreen
 - c. wear tennis shoes
 - d. good attitude/good behavior
8. Learn the NYSP CREED and teach your participants to recite it.

We will have a great summer!

Unit and Lesson Planning

Gale Wiedow, PhD

Assumptions:

- Failing to plan is planning to fail.
- People are more committed to plans which they have helped develop.
- Kids are motivated by challenge - they don't like to spend time doing what they already know how to do.

MATERIALS NEEDED:

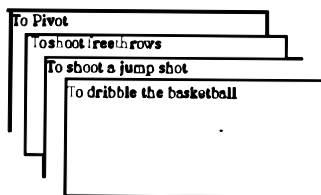
1. Blank cards (3XS, computer cards, or whatever is available)
2. A pencil and eraser
3. Good information and ideas relative to your area of expertise.

Process Summary

1. Content Areas
2. Writing Objectives
3. Sorting Between
4. Sorting Within
5. Time Estimates
 - a. For Course/Unit
 - b. For content areas
6. Grouping
7. Establish Sequences

The Process in Detail

1. Determine areas of content to be included in the unit. Don't make these too broad or you might run into trouble later. Write one such content statement on the top of each card.



2. Write a behavioral (instructional) objective for each content area. Concentrate on the end BEHAVIOR the participant should be able to demonstrate. Be sure to use behavioral (measurable) terms, i.e. to recite or identify as opposed to understand or appreciate (you can "observe"- recitation or identification which might indicate understanding). Include a

statement reflecting the CONDITION under which the behavior must be demonstrated and the CRITERION you will use to determine success. The AUDIENCE is usually assumed and therefore need not always be included. The order of the elements is immaterial.

- A. (all elements present) At the end of this unit, the participant will be able to make three out of five freethrows from the freethrow line.

Audience – The participant
Behavior – will make freethrows
Condition – from freethrow line (and at the end of the lesson)
Criterion – three out of five

- B. (Audience assumed) to dribble the length of the court with the nondominant hand by the end of the unit
Behavior – to dribble
Criterion – length of the court

EXAMPLES: Condition - with the non dominant hand (& end of unit)
Write the behavioral objective on the card under the statement of the content area.

3 - Begin the card sorting process by sorting the cards into three piles; those that are deemed to be *Most Important* for inclusion in the course, those *Important* for inclusion, and those *Least Important*. Try to make the piles equal in size. Place the number 1 in the upper left hand corner of the *Most Important* cards, a 2 in the corner of the *Important cards*, and a 3 in the corner of the *Least Important* cards.

4. Sort the cards in each pile according to importance. The most important card in pile I would be on top, the second most important card second, etc. After you have prioritized

all the cards in pile 1, do the same with piles 2 and 3. Number the cards in each pile according to priority by placing a decimal point after the initial number and then writing the priority number on the card.

5. Determine the time to priority by placing requirements for the unit and the content areas to be included.

If the time available equals or exceeds the time required, all content areas can be included.

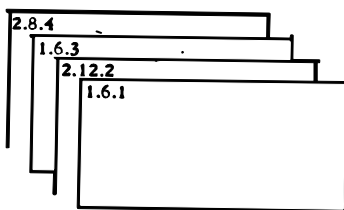
If the time required exceeds the time available, some content areas will have to be deleted. Using the information formulated in steps 3 and 4 above, you might assume that the most likely candidates for deletion are those with the lowest priority rankings, i.e. 3.18, 3.17, 3.16 etc. (assuming 18 cards in the low priority pile) The EXCEPTION to this practice would be if a low priority content area were a necessary prerequisite to the learning of an area of higher priority.

A. For the unit - Multiply the number of minutes the unit meets on a day, times the number of days it meets per week, times the number of weeks.

B. For the content areas - estimate the time required to "teach" each of the content areas (in minutes). Add the time requirements of all content areas together for a unit total.

6. Group the content areas into coherent lessons. Obviously a number of content areas related to one another and are best presented concurrently or in close proximity. This grouping process is independent of the priority rankings done previously, therefore you might group content areas together that differ greatly in priority ranking.

7. Establish the sequence in which you will present the lessons. Number the cards according to presentation order by placing a number in the upper left hand corner of each card (following those already recorded) and separate it with another decimal point. For example, if the first content area to be presented was



card 1.6 and the second content area to be presented was card 2.12, the first two cards in the course sequence would be cards 1.6.1 and 2.12.2.

8. The final step is to write a lesson plan for each lesson to be presented. The information contained in the lesson plan varies with the individual. The "Instructional Strategy

Formats" which follow illustrate optional levels of detail, beginning with a very detailed format and concluding with a simplified version.

INSTRUCTIONAL STRATEGY FORMAT

Pre instructional Activity	Motivation Objective Pre Instructional Skills	Statements to gain the attention of the students As developed for content areas what information the students need prior to attempting to learn this content area.
Presenting contain Information	Content Presentation	Actual presentation. This section will usually an outline of the content areas to be covered.
Examples	Examples provided to assist students in the	Comprehension of the content.
Student	Practice	Exercise t reinforce the content
Participation feedback	Feedback	Questions the instructor might ask to get relative to comprehension.
Follow-through better Activities feel additional feel they more	Remediation Enrichment	What the student might do to gain a understanding of the content area if they uncomfortable with it. Where students might go to get information on the content area if they understand the presentation and desire information.
Test Questions	Sample test questions, based on the instructional objectives.	

OUTLINE OF DAILY LESSON PLAN

NAME: _____ DATE: _____

1. OBJECTIVE OF LESSON

2. EQUIPMENT NEEDED

3. PROCEDURE TO BE FOLLOWED

4. MAJOR COACHING OR TEACHING POINTS

5. HOW CLASS WILL BE CONDUCTED

6. SELF EVALUATION OF TEACHER AND LESSON

OUTLINE OF TEACHING METHODS

1. Part-whole:

This is a progressive method, highly recommended for beginners. Start with the elementary steps to a skill and move into the more complex. In some instances, the "whole" is so difficult or foreign that the youngster cannot grasp it all at once. When a degree of proficiency is gained on one part, add other parts until the whole skill is learned. Teach individual skills to add them together to make a series of skills. When a degree of skill is gained, the whole (or partial wholes) can be performed, without undue frustration.

2. Whole-part whole:

For instruction on fundamentals, begin by describing and working on the whole skill. After several minutes of practice on it, break the skill down into its constituents.

Example:

Kicking a football

Whole - kicking

Parts - steps, balance, leg movement, foot position, follow-through. After the parts have been practiced sufficiently, they are reformed into the whole. Hopefully, improvement has taken place during the process of whole-part-whole practice.

When using 1 or 2 above, be sure:

- a. The parts are eventually practiced at the same speed as the real activity. Transfer to whole activity is poor when parts bear little relation to that whole. Example: Football passing should be practiced at full speed. If it is not, when the youth gets into the game situation his practice will not serve him well.

- c. That the parts are really parts of the game. Devise practice situations that directly relate to the total game. Sometimes it is best to practice a part alone - for instance, girls need to work on the volleyball hit without the block up until a level of confidence is reached. But
- d.
- e. do not waste teaching time by being too specific. For example, try running pass patterns with at least a token defense. This is more realistic than running patterns with no defense. As boys become more skilled, a better and better defense can be stacked against them into practice situations.

FOR OLDER GROUPS ONLY

Scrimmage with Instruction:

Start the game itself. Stop the activity at appropriate times to give instruction. Stop the game to work on specific skills. So, if a rule infraction occurs, stop the game and discuss the rules(s) that are relevant incident. And if a child catches the ball incorrectly (for example), stop to work on this skill specifically. This method should only be used if the sport is very familiar to the participants and they need "corrective" instructions more than "beginning" instruction.

NYSP SPORTS SKILL TESTS

VOLLEBALL SKILL TEST

Serving

Serve the ball into the opponent's court using the underhand or overhand serve, 2 out of 4 times, over a net at least 7'4" high from a distance of 30 feet.

Forearm Pass

Use a forearm pass to contact a volleyball tossed accurately from a distance of 10 feet, 4 out of 5 times.

Overhead Pass

A self set volleyball against a wall so that the ball strikes the wall above a line 10 feet above the floor 8 times in one minute.

TENNIS SKILL TEST

Ball Dribble

Bounce the ball on the court with the racket 10 consecutive times.

Air Dribble

Bounce the ball into the air 15 consecutive times without permitting it to touch the ground

Forehand and Backhand Stroke Racquet Movement

Make racquet contact with 2 of 3 balls tossed waist high and assume a ready position after each stroke.

Volley

Volley 2 out of 5 balls into the doubles court when tossed at eye level to forehand side.

Volley 2 out of 5 balls into the doubles court when tossed at eye level to backhand side.

BASKETBALL SKILL TEST

Dribbling

Dribble the ball in place with the non dominant hand 10 consecutive times without losing control of the ball. Control dribble the ball around 4 stationary objects placed 6 feet apart while changing hands on each turn.

Passing

Execute a chest pass and hit a 3 foot square target, 4 feet above the floor from 15 feet away, 4 out of 5 times.

Execute a two-hand bounce pass to a teammate 10 feet away and hit a target spot on the floor, 4 out of 5 times.

Catching

Catch a basketball thrown from 30 feet to within 10 feet to the right or left of the student's original position, 4 out of 5 times.

Lay-up Shots

Make 3 out of 5 lay-up shots with the dominant hand from the side of the basket utilizing a dribble approach.

Make 3 out of 5 lay-up shots with the non-dominant hand from the non-dominant side of the basket utilizing a dribble approach.

Pivoting Run a distance of 20 feet, stop and change forward direction using a forward pivot. Run a distance of 20 feet, step and reverse direction using a reverse pivot.

ANNOUNCEMENTS

Medical examinations and registration are scheduled for Saturday, May 31, 2003 at 8:00 a.m. - 4:00 p.m. 1700 Wheeler Peak – Martin Luther King Family Health Center. All staff must be present.

NYSP Evaluator (Dr. Michael Orfitelli) will visit our project on Wednesday, June 23, 2003

STAFF MEETING: 5:00 p.m. on June 6, 13, June 20, June 27, July 11, 2003 in the P.E. Complex -- Room 105

PAY – All staff will receive their pay on July 11 & 31 2003.

STAFF DINNER – Will be held on July 11, 2003 at 6:00 P.M.

ALL OFF CAMPUS BUSINESS -- During NYSP working hours must be cleared through my office. Your cooperation in fulfilling NYSP responsibilities is appreciated.

UNLV NYSP Website: <http://www.unlv.edu/faculty/troutman>

Please feel free to discuss any of the above issues with me.

PROGRAM EVALUATION

1. Did you like the program organization?
2. List positive attributes of the program,
3. List negative attributes of the program.
4. List recommendations for improving project.

NYSP ROOM SCHEDULE

Cultural Enrichment – 1:45 p.m. - 3:00 p.m.

Classroom Building Complex – A112
Breakouts Rooms C113, C126, C133,C138,C215, C217

Sports Instruction - 3:30 p.m. - 6:10 p. m.

McDermott Center Facilities
North and South Gyms, Swimming Pool, Tennis Courts, Racquetball
Courts, Dance Studio - 302, Room 508

See Current Schedule

UNLV SWIMMING POOL REGULATIONS

1. Everyone must take a soap shower before swimming.
2. Any person suffering from a skin infection cannot enter the Pool.
3. Swimming aids will be restricted to eye goggles, fins, and University approved aides. Toys are not allowed.
4. All bathers must wear regulation bathing suits. No cut-offs, leotards, etc.
5. If the Lifeguard or instructor is not present, bathers must wait in their respective shower rooms. The pool can only be used when a Lifeguard is on duty.
6. Persons in street clothes are not allowed in the pool area except during special events or in case of an emergency.
7. Smoking, food, beverages, and radios are not permitted in the pool area.
8. Running, tag games, and similar activities are prohibited in the pool area.
9. The diving platform is **OFF LIMITS** except for authorized diving, supervised by a coach or instructor.
10. Recreation swim is available at scheduled hours only. Please see open recreation schedules for listings.
11. Diving is restricted to one (1) meter boards only. There shall be no excessive bouncing on the diving boards (one bounce only). There is no swimming in the diving pool, which is only available when there are two Lifeguards on duty.
12. At the Lifeguard's discretion, a whistle will sound to clear the pool. All bathers must sit on the poolside. A second blast of the whistle will permit swimming to continue.
13. Lifeguards on duty must have complete control and authority concerning activities in and around the pool area.

14. Swimmers must recognize their own limitations and act in the best interest of their safety.

15. Only authorized personnel are permitted in pool offices and storage areas. Safety equipment must not be removed from assigned locations.

16. A daily swim test is necessary in order to dive in the deep end.

17. If a child is under 4 feet 6 inches tall, there must be a one-to-one ratio for that child in the shallow end.

18. There will be one guard available for 75 bathers, _____swimmers maximum are allowed in the pool at one time

19. The following numbers may be used in case of an emergency

Public Safety EXT 3668

All injuries must be reported to the Facility Supervisor in charge immediately. An accident report must be filled out according to the instructions.

Lifeguards should use his/her best judgment in immobilizing the injured individual. Send someone else to call for help. (Public Safety will notify E.M.S.)

**UNIVERSITY OF NEVADA, LAS VEGAS
NATIONAL YOUTH SPORTS PROGRAM**

DISMISSAL LETTER

Date: _____

Re: _____

Group: _____

Dear _____

I regret to inform you, despite our attempts to correct _____'s
behavior, continues _____

It has become necessary to remove him/her for the duration of the National Youth Sports Program. You are advised to keep your child at home and not send him/her to campus.

Thank you for working with us to help your child. You have our best wishes for the remainder of the summer.

Sincerely,

Porter L. Troutman, Jr., Professor - Activity Director
Patti Hester, Liaison Officer

NYSP

NATIONAL YOUTH SPORTS PROGRAM
UNIVERSITY OF NEVADA, LAS VEGAS

Date: _____

Dear _____

This letter is a follow-up to the telephone call that you received concerning your child's non-participation in an activity (ies). We can not stress the importance of participation in all activities. The program is not designed for children to come and sit.

If for any reason, your child is unable to participate in any activity, please send a note from your family physician to serve as an official excuse. If you have any questions or need further information please call me at 895-3369 between 7:00 a.m. - 6:00 p.m.

Thank you,

Dr. Porter L. Troutman, Jr., Professor
Activity Director
Cc:file Group Leader
Medical Coordinator

NYSP

NATIONAL YOUTH SPORTS PROGRAM
UNIVERSITY OF NEVADA, LAS VEGAS

INCLEMENT WEATHER PLANS

Students will search through USA TODAY and find an article about an issue that is important to them. Ask students to survey other students about this issue and create a style graphic based on their survey results. Have groups of students share and discuss their graphics with one another

Students will write their opinions about the dangers of drug abuse. Discuss the connection between drug abuse and AIDS.

Each student will write a letter to another student explaining what NYSP has to offer their future. Discuss reasons that non-smoking policies have been adopted for many workplaces, restaurants, and airlines, What are the advantages and disadvantages of these policies?

Ask students to read USA TODAY and circle all of the problems and difficulties noted across the U.S.A. List at least 10 of the problems on the chalkboard. Choose one to demonstrate how the problem, e.g., pollution, affects the community and family.

Divide in groups and have students discuss values with one another. Ask students to reflect the values on an individual to whom they can relate. Have students write a value statement to summarize the values of the individual. Students will view videos of variety.

INCLEMENT WEATHER PROCEDURES

All activities must occur in available facilities inside of the McDermott P.E. Complex during inclement weather. If it is raining during the last period before snacks are served, please line your students up against the **left wall** and supervised them throughout the snack & bus departure periods. Instruct students to take a seat in the McDermott's South and West Hallways after they have received their snacks. They should remain seated until their bus is called. The center of the hallways must remain clear at all times.

**TEMPORARY JOB APPLICATION
NATIONAL YOUTH SPORTS PROGRAM
UNIVERSITY OF NEVADA, LAS VEGAS**

NAME: _____ SS# _____

ADDRESS: (Street, City & Zip) _____

TELEPHONE: (Home) _____ (Work) _____ Date of BIRTH: _____

EDUCATION:

High School: _____ Graduated: _____
Name of High School Yes No

College/University: _____
Name of College/University City
State

Degree: _____ Date of Degree: _____

EMPLOYMENT:

Present Employer: _____

Supervisor: _____ Telephone: _____

Job Responsibility: _____

**UNIVERSITY OF NEVADA, LAS VEGAS
NATIONAL YOUTH SPORTS ACADEMIC PROGRAM**

CONDUCT AND RULES CONTRACT

These rules have been established for the safety and welfare of all the NYSP participants. It is not our intention to discipline the participants. However, no one participant nor group of participants will be allowed to ruin this program or this experience for the children who truly want to benefit from what the National Youth Sports Program has to offer. Your cooperation, as well as your child's cooperation with following and enforcing NYSP rules will be greatly appreciated. Thank you.

GENERAL RULES:

1. No defacing, destruction, and/or vandalism of University property is allowed. The participants) and their parent(s) will be held legally and financially responsible for any damages.
2. No gang members or gang activity allowed. Participants who are suspected of being involved in a gang or taking part in gang activities during the program will immediately be dismissed from the program.
3. Any distribution, possession, or use of alcohol, illicit drugs, medication unknown to NYSP staff or tobacco will result in an immediate phone call home and a conference to decide on the appropriate consequences.
 - The participant may face both dismissal and legal action.
 - NYSP staff reserves the right to confiscate any drugs or medication.
4. No fighting, no verbal or threats of physical violence, swearing, or threats/use of weapons against other participants or NYSP staff will be tolerated.

5. Continuous absences (3 or more) from the program will lead to the participant's dismissal from the program. Parent(s)/ guardians) must notify the NYSP staff of an absence prior to its occurrence. Only 3 excused absences will be permitted.
6. Each participant must abide by the following dress codes for health and safety reasons:
 - A. Swimming Pool - Bathing suits required (no cutoffs).
 - B. Cafeteria - Shirts and tennis shoes required.
 - C. No hats allowed in any buildings.
 - D. No clothing or items that can be mistaken for gang involvement
 - E. No designer clothing, shoes or earrings.
 - F. Gym shoes must be worn at all times. This is a sports program!
No sandals or street shoes.
7. All areas on campus are off limits, unless you are under the supervision of a NYSP staff member.
8. You are required to respect and follow any directions given to you by the NYSP staff members and cafeteria personnel.
9. You will not be allowed to use the candy or pop machines or game room or purchase items from the Student Union.
10. Do not bring radios, jam boxes, large amounts of money, snacks, or any other non-essential items. They will be confiscated.
11. No stealing! You may be dismissed from the program and legal action will be taken.

BUS RULES:

1. You are required to listen to and follow any instructions given to you by the bus driver and the NYSP staff on the bus.
2. You must always be seated on the bus.
3. No candy, drink, food, or gum will be permitted on the bus. The NYSP staff reserves the right to confiscate it if necessary. Any trash/garbage must be removed from the bus upon exiting.
4. You will follow all rules and laws mandated by both the state and the organization providing the bus service.
5. No defacing or destruction of CCSD bus. Participants and parents will be responsible for any damages.
6. No opening and hanging out of the windows.
7. Inappropriate conduct on the bus will result in you being suspended from the NYSP program.

CAFETERIA RULES:

1. You must sit and eat quietly with your group leader in the cafeteria.
2. You may not play with or throw food.
3. When you are done eating, you must clean your area, put trays back, and push in chairs.
4. When you are finished eating, remain seated until a staff member dismisses the table to put up trays and go to the bathroom.
5. Quietly dismiss by staff.

PENALTIES FOR VIOLATING NYSP RULES:

1. First Offense - A warning by the group leader and removal from the activity.
2. Second Offense - A warning and sent to the office. Parent will be called. Participant will tell parent/guardian problem.
3. Third Offense - The participant will be dismissed from the program for two days.
4. Fourth Offense - Out of program.

My child and I have read and understand the above rules of the NYSP program. We both agree to all conditions and will abide by them.

Please sign below and return to me NYSP office. Your child will not be allowed to participate without this form being completely filled out and submitted to the NYSP staff.

PARENT/GUARDIAN SIGNATURE: _____ Date:

PARTICIPANT SIGNATURE:

ADDRESS:

CITY: _____ STATE: _____ ZIP: _____

PHONE NUMBERS: HOME:

_____ WORK: _____ EMERGENCY NUMBER:

**UNIVERSITY OF NEVADA, LAS VEGAS
NATIONAL YOUTH ACADEMIC SPORTS PROGRAM
CHILD ASSENT FORM**

I am Dr. Porter Troutman from the University of Nevada, Las Vegas, National Youth Academic Sports Program (NYASP). You are being asked to participate in a research study as part of NYASP during your time in the program.

You will be shown educational presentations in AIDS, Substance Abuse, Gang Activity, and Suicidal Tendencies. You will be attending field trips and educational excursions either by bus, van or car.

You will be asked to complete a questionnaire at the beginning and end of the program. All information gathered in this study will be kept completely confidential and retained in the NYASP Office. All questionnaires completed by the participants will be identifiable to office staff only. No names will be written on the questionnaires.

There is no risk to you as a participant in this program. You are free to withdraw at any time. The NYASP believes that this program will be beneficial to you in your future development. Your participation will also help to improve the program's effectiveness in the future. Before signing this assent form, you should discuss the above information with your parent or guardian. Your parent or guardian will also be asked to sign a consent form on your behalf.

If you have any questions regarding this study, Dr. Troutman and the NYASP staff will be happy to answer them for you.

I hereby give my assent to participate in this research project.

Child's Signature

Date

**UNIVERSITY OF NEVADA, LAS VEGAS
NATIONAL YOUTH ACADEMIC SPORTS PROGRAM
PARENT CONSENT FORM**

I am Dr. Porter Troutman from the University of Nevada, Las Vegas, National Youth Academic Sports Program (NYASP). Your child is being asked to participate in a research study as part of NYASP during his/her time in the program.

He/she will be shown educational presentations in AIDS, Substance Abuse, Gang Activity, and Suicidal Tendencies. Students will attend field trips and educational excursions either by bus, van or car. He/she will be chaperoned at all times while away from the UNLV campus and all necessary precautions will be taken to protect your child from harm or injury.

Students will be asked to complete a questionnaire at the beginning and end of the program. All information gathered in this study will be kept completely confidential and retained in the NYASP Office. AU questionnaires completed by the participants will be identifiable to office staff only. No names will be written on the questionnaires.

There is no risk to the participant in this program. He/she is free to withdraw at any time. The NYASP believes that this program will be beneficial to your child in his/her future development. Your child's participation will also help to improve the program's effectiveness in the future.

For information regarding this research project, please contact Dr. Porter Troutman at UNLV at 895-4407. For questions regarding the rights of research subjects, please contact the Office of Sponsored Programs at UNLV at 895-1357. I hereby give my consent for my child to participate in this research project.

Parent/Guardian Signature

Date

**UNIVERSITY OF NEVADA, LAS VEGAS
NATIONAL YOUTH SPORTS PROGRAM
EVENTS AND FIELD TRIP PERMIT**

Last Name: _____ First Name: _____
Birth Date: _____

I understand that during the months of June 9, 2003 through July 11, 2003 my child has my permission to view educational films and presentations on AIDS, Substance Abuse, Gang Activity, and Suicidal Tendencies. Students will attend Field Trips and Educational Excursions, either by bus, van or car. I further understand that my child will be chaperoned by a responsible adult at all times while away from the UNLV campus and that the adult will take all necessary precautions to protect my child from harm and injury.

In the event my child is injured or becomes ill while away from UNLV on any of the aforementioned trips, I understand that the nurse or her designee will immediately seek medical attention for my child and contact me as soon as possible. I further hereby agree to hold the University of Nevada, Las Vegas, its employees, and agents harmless of any injury or sickness directly caused by the negligence of persons other than employees or agents of the University when such injury or sickness occurs during any of the aforementioned trips.

I understand that I may revoke this permit at any time and either refuse to allow my child to take a field trip or to request that my child take certain field trips which I feel would be to his/her advantage. If I desire to take either of these actions, I will notify the Activity Director (Dr. Porter L. Troutman, Jr.) in writing stating these requests.

_____ Yes, my child has permission to participate in all aforementioned events and field trips.

_____ NO, I do not wish my child to take part in the aforementioned events and field trips.

Signature of Parent or Guardian

**UNIVERSITY OF NEVADA, LAS VEGAS
NATIONAL YOUTH ACADEMIC SPORTS PROGRAM
TIMELINE DR. PORTER LEE TROUTMAN, JR., ACTIVITY
DIRECTOR**

<u>MAJOR NYSP TASKS</u>	<u>APRIL</u>	<u>MAY</u>
<u>JUNE</u>		
1. TENTATIVE AGREEMENT	O----X	
2. PREPARATION OF NYSP APPLICATION	O----X	
3. SUMMER FOOD SERVICE APPLICATION	O----X	
4. ARA FOOD SERVICE CONTRACT	O----X	
5. LETTER TO CCSD TRANSPORTATION DEPT.	O----X	
6. SCHEDULE REGISTRATION/MEDICAL EXAMS	O----X	
7. RESERVE/IDENTIFY UNLV FACILITIES	O----X	
8. PUBLIC SERVICE ANNOUNCEMENTS (RADIO, NEWSPAPER, TV)	O----X	
9. STAFF HIRING-CONFIRMATIONS (NYSP AND MATH AND SCIENCE)	O----X	
10. SCHEDULE-NYSP STAFF ORIENTATION(S)	O---X	
11. LETTERS TO NYSP STAFF	O-----X	
12. NYSP STAFF ORIENTATION	O-----X	
13. PROGRAM ASSESSMENT-SUPERVISION/ PROCEDURES	O-----X	
14. LETTERS TO NYSP PARTICIPANFS --X	O-----	
15. ENRICHMENT/DRUG SCHEDULE	O-----X	
16. ACTIVITY SCHEDULE	O-----X	
17. NYSP RECRUITMENT --X	O-----	
18. PREPARE NYSP INFORMATION	O-----X	
19. INFORM/MEET WITH SCHOOL & UNLV POLICE --X	O-----	
20. INFORM/MEET WITH CITY POLICE DEPTS. --X	O-----	
21. RESERVE WRIGHT AUDITORIUM --X	O-----	
22. RESERVE MPE	O-----X	
23. RESERVE MATH/SCIENCE ROOMS	O-----X	
24. ARA REQUEST-CONTROLLER	O-----X	
25. TRANSPORTATION REQUEST-CONTROLLER -X LETTERS TO MAYOR, CITY MANAGER	O-----	
26. STATE DEPARTMENT FOOD REQUEST --X	O-----	
27. ESTABLISH JOB INTERVIEW DATES --X	O-----	

LEGEND 0----- BEGINNING OF A TASK X-----COMPLETION OF A TASK

ACTIVITY LESSON PLANS

TEA:	LESSON NUMBER:
Motor Domain Domain Domain	
ABILITY/SKILL LEVEL:	
N	SCHEDULED ACTIVITIES

EDUCATIONAL PROGRAM LESSON PLANS

SUBJECT AREA:

LESSON NUMBER:

OBJECTIVE:

A. Cognitive Domain

B. Affective Domain

AGE GROUP:

FOCUS OF LESSON/OUTSIDE RESOURCES:

COED: Y or N

SCHEDULED ACTIVITIES

NYSP BLOCK PLAN

Activity _____ Skill Level _____

GROUP	WEEK 1	WEEK 2	WEEK 3	WEEK 4	WEEK 5
10 Boys					
10 Girls					
11 Boys					
11 Girls					
12 Boys					
12 Girls					
13 Boys					
13 Girls					
14-16 Boys					
14-16 Girls					

TIPS TO KEEP IN MIND IN DESIGNING SPORTS ACTIVITIES

- ✓ Think of creative ways of pairing participants or selecting teams.
- ✓ Having participants work with different partners or teams can give a new twist to the same activity.
- ✓ Remember to make activities CHILD-CENTERED, or put another way, THE FOCUS should be on the participant.
- ✓ A direct way to test if an activity is child-centered? Measure the amount of fun!
- ✓ Keep skill instruction simple; how does it apply in a real game?
- ✓ Take into consideration skill levels may vary, even within the same age group.
- ✓ When introducing new sports or even new skills, keep the environment non-threatening – use smaller balls or nerf balls.

STAFF GENERATED SUPERVISION PROCEDURES 6-11-2002

ARRIVAL / CAFETERIA

Staff Day Briefing (Schedule, Program & Facility Changes)

1. Bus Count
 2. Show ID
- All new students without ID go to an assigned area or room –TBA
3. Be seated by age group in grass or sidewalk area.
 4. Take attendance and issue lanyards
 5. Line up by age group and **walk** on the **sidewalk** to cafeteria.
 6. Line up on the **left hand** side of the Dining Hall.
 7. Enter Dining Hall by age group.
 8. Stop at counter to counted.
 9. After receiving food the students **must sit** in their **designated** eating area.
 10. Students must remain seated until instructed to dispose of food and tray.
 11. Line up by age group to be escorted to CBC building for Enrichment.
 12. No food or drink are allowed outside of the Dining Commons
 13. No bathroom break in the dining common! **Only during** transition to CBC building
 14. Safety-no running, stay in line
- Tracy will register all kids without physicals

EDUCATION INSTRUCTORS TIMELINE

2:00 p.m.– 2:10 p.m	Student Arrival & Attendance
2:10 p.m – 2:15 p.m.	NYSP Creed and Inspirational saying and song
2:15 p.m - 2:30 p.m.	Activity Prep

Daily lesson is given to Professionals.

Lessons will be coordinated with professional prior to student arrival during staff meeting.

Lesson explanations by professional.

Student questions by the professional.

2:30 p.m. – 3:05 p.m.	Activity
3:05 p.m. –3:15 p.m.	Journal (Ticket out of Door)
3:15 p.m. – 3:25 p.m.	Clean-up / Wrap up / Line up

SNACKS

1. SNACKS will be brought to students.
2. Students must be seated in the Bus area.
3. Before students board bus all trash must be picked up.
4. Two staff members (Hester and Well) will distribute snacks

DEPARTURE

1. Departure area will have color coded signs
2. Drop off points will be listed on each sign
3. A designated staff member will hold the sign.
4. Three staff members will be assigned to each bus.
5. Staff member (Michelle) will call each bus upon arrival.
6. Staff member (Conard) will monitor front of Gym.
7. Two extra staff members assigned to (boys and girls) locker rooms will hurry students along

LINE UP

1. each staff member collect lanyards at the end of the last activity. *Note: keep all age groups together.
2. Students must be lined up on the way to the bus with three staff members in line (front, middle and end).

PROGRAM CHANGES 2003

ALL STAFF MEMBERS MUST ASSIST WITH THE ARRIVAL, PASSING, INSTRUCTION AND DEPARTURES.

PROGRAM CHANGES 2003

PROGRAM TASKS	PERSONNEL	TIMELINE
1. Copying	Designate a person	
2. Daily memo distribution	Designate a person	
3. Sign In Sheet	Designate a person	
4. Attendance sheets		
5. Newsletter	Designate a person	
6. Video taping talent show		
7. Schedule changes		
8. Daily briefing		
9. Family Focus Days		
10.T- Shirt Design		
11. BADA Responsibilities	Designate a person	
12. Payroll Issues	Designate a person	
13. Lanyards and/or NYSP ID Cards		
14. Bus	Kathi Ferris 799-8350	
15. Bus	Tony 799-2595/ F 799-0425	
16.Unregistered students		
17.Brevement policies		
18.Onsite 1:30 p.m. – 6:30 p.m.	All personnel	
19. RECOMMENDATIONS <ol style="list-style-type: none"> 1. Review staff member in professional and program aide category and either retool or rehire. 2. Improve lesson plans and block plans in some activity areas. Also, attach plans that are not in NYSP format to forms. 3. Develop a schedule of duties of education staff 		

<p>after they complete their teaching daily.</p> <ol style="list-style-type: none">4. Develop a schedule of advisory board visitation to the program.5. Develop a schedule for breakout groups in education for professional and project aides to better serve participants and their experiences.		
---	--	--