

# *CYS - Japanese Community Youth Service Handbook*

**San Jose Japanese Community Youth Service**

**Yu-Ai Kai Building  
588 North Fourth Street  
San Jose, CA 95112**

[www.sanjosecys.org](http://www.sanjosecys.org)

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## **Preface**

WELCOME! You are now a member of the San Jose Japanese Community Youth Service (CYS).

The goals of CYS are to provide your children with:

- The opportunity to learn and develop skills in dance, individual sports and team sports
- The fundamentals of good sportsmanship
- A chance to make new friends

In general, membership is open to members of the Japanese community. CYS takes the "Community" in its name seriously. Our organization is active in the Nikkei community and participates in Japantown events and functions.

The majority of the CYS operating budget is derived from registration and activity fees, which includes a mandatory donation for the annual CYS-sponsored Pancake Breakfast on Mother's Day.

CYS is a parent-run organization. Parent participation is absolutely necessary to the success and continuation of the organization and its programs. Parents provide the manpower for all positions in the organization. They are expected and required to participate in the organization's activities.

The CYS Board and Cabinet hope your children will enjoy the CYS activities and look forward to meeting you at the annual Family Social/Picnic.

This Handbook provides an overview of the CYS programs. The latest information and schedules of each program can be found on the CYS website at [www.sanjosecys.org](http://www.sanjosecys.org). Registration forms can also be filled out on-line and printed at your convenience. If you have additional comments or questions to the board, a board member, a commissioner or a coach they may be addressed via email to [info@sanjosecys.org](mailto:info@sanjosecys.org).

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## History

CYS was organized in 1962 by a group of Japanese American organizations, which included the San Jose Chapter of the Japanese American Citizens League, the San Jose Buddhist Betsuin, and the local V.F.W. (Veterans of Foreign Wars). CYS was formed to address a growing concern over the increased free time children had and what they could do with that time. Approximately thirty Nikkei families, under the leadership of Dr. Tom Taketa, formed what is now known as the San Jose Japanese Community Youth Service.

Initially, CYS offered basketball, baseball, dance, band, and track. CYS teams competed locally, in Southern California and Hawaii. Today, the basketball and dance programs still continue. In 1974, a tennis program was added, followed by a volleyball program in

1993 and a golf program in 1999. The bowling program was added in 2005. Judo was added in 2011.

Utilizing skills developed in CYS, participants have played on high school varsity and junior varsity teams, college teams, and even professional teams. The children who originally started in CYS have now come back to the organization with their own children and CYS is now in its second generation of participants.

Throughout the years, there have been many members of the community who have helped CYS. Through the leadership and support of these community members, CYS continues to thrive fifty years later.

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## **Officers**

The officers are nominated and elected by the general membership each year. The newly elected officers are announced in August/September.

- President
- President-Elect
- Secretary
- Treasurer
- Ex-Officio

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## **Cabinet**

The cabinet is nominated and elected by the general membership each year. The newly elected cabinet is announced in August/September.

- Membership
- Manpower

In addition, the following are also members of the cabinet, in appointed positions:

- Sports and Activity Commissioners

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## **Board of Directors**

The Board of Directors is the policy making body of CYS. It is composed of CYS parents who are each elected to a two-year term of office. Board meetings are held on the second Monday of every month and are open to the general membership. The Board develops and implements the policy of CYS. Half the seats on the Board of Directors are open for election each year.

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## **Registration**

CYS registration is held in late August / early September. Parents may enroll eligible children for the programs for the coming year. Additionally, each family is expected to provide manpower for CYS sponsored activities each year. Families are given their manpower assignment according to the oldest participating child's grade or as required.

CYS registration is conducted online. Registration for activities opens to returning members for a one week period. Registration for new members follows a week later.

The general registration timeline is as follows (details can be found on the web):

- 1) New member orientation (week 1)
- 2) Returning member registration (week 1)
- 3) New member registration (week 2)

Full payment of the CYS registration fee and Pancake Breakfast tickets are required at the time of registration for all families. Online registration payment will be accepted by credit card or electronic check only, no cash.

Fees for Fall/Winter activities are due upon initial online registration. Fees for Spring/Summer sports can be paid at the initial online registration or can be paid later in the season. All outstanding fees should be paid prior to the January board meeting. Unpaid fees for Spring/Summer activities will result in cancellation.

The CYS registration fee is non-refundable. Refund of the activity fee will be granted provided the commission and/or the membership chairperson is notified no later than one month prior to the start of the activity. All refund requests are subject to approval by the commissioner.

In certain situations, the activity commissioners may have open signups beyond the close of registration. This will not be true for all activities, so do not count on this to be the case. However, where the commissioners have open signups after the registration period, no one may add to an activity within a month of the start of that activity. Fees must be paid at time of registration. New members may not join the CYS organization beyond January 31<sup>st</sup> of the current season.

**Liability Waiver:**

**No child will be allowed to begin any sport without having a liability waiver (agreed to on the registration site) and an emergency contact form signed and on file with the appropriate event commissioner/coach.. All emergency forms must original signatures and presented to each commissioner/coach at each event your child will be participating, prior to the first practice.**

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## **Manpower Assignments**

CYS is a member run organization. Therefore, the manpower provided by the general membership is essential to the success of the program. Each and every parent and each participating child (when they reach an appropriate age) must contribute their time and labor to support CYS events and activities. In addition to CYS sponsored events, the organization participates in community activities throughout the year. Upon registering a child, each family will be assigned their manpower commitment according to the oldest participating child's grade.

Manpower assignments for parents and children will be communicated via the e-mail address(es) listed on the registration form. If a change occurs in this contact information, it is your responsibility to notify the Membership or Manpower Cabinet member of the changes.

Manpower duties have been divided to obtain as much parity as possible in the amount of time and resources that are required of parents and children before, during, and after the activity/event. Each family is expected to complete their manpower assignments completely; i.e., attendance at planning meetings, set-up, clean-up, etc.

If a family is unable to fulfill a manpower commitment for an activity or event, they will be required to trade their assignment with another CYS member family or pay a penalty (\$100 or \$50 as provided below).

**Missed manpower penalty:**

CYS Family

Penalty

Family (oldest child 6<sup>th</sup> grade and younger)  
\$100.00

Family (oldest child 6 <sup>th</sup> grade and younger) (1 event worked, 1 missed) (Example, Mochitsuki worked, Yu Ai Kai missed)	\$50.00
Family (oldest child 7 <sup>th</sup> grade and older) (Adult & youth missed manpower)	\$100.00
Family (oldest child 7 <sup>th</sup> grade and older) (Adult works, youth missed manpower)	\$50.00
Family (oldest child 7 <sup>th</sup> grade and older) (Adult missed manpower, youth works)	\$50.00
Family (oldest child 7 <sup>th</sup> grade and older) (Adult exempt, youth missed manpower)	\$50.00

If an assignment change can not be coordinated, payment of the fine shall be submitted to the Membership Cabinet Member so the absence can be recognized and accounted for, then it will be passed along to the treasurer. Non-CYS members are not allowed to fulfill a CYS member's manpower due to insurance liabilities. All such penalties must be paid in full before the child will be allowed to participate in their registered activity.

**Contact**

[manpower@sanjosecys.org](mailto:manpower@sanjosecys.org)

## Manpower Responsibilities

### PARENT MANPOWER

A family's Manpower duties are assigned according to the grade level of their eldest child participating in CYS activities

<b>If your oldest CYS child is in:</b>	<b>Manpower requirement (parents)</b>
Preschool thru Kindergarten	Mochitsuki, Spirit of Japantown, AND Yu Ai Kai Birthday
1 <sup>st</sup> grade thru 4 <sup>th</sup> grade	Family Social
5 <sup>th</sup> grade or above	Pancake Breakfast

If the manpower assignment for your grade is full, the next assigned manpower will be Pancake Breakfast or Family Social depending on the needs of the chairpersons of those events.

### YOUTH MANPOWER

In addition to their parent's manpower responsibilities, **all CYS children 7<sup>th</sup> Grade and above** are required to assist at Pancake breakfast. If their parents are exempt from manpower duties, the children are still required to fulfill their manpower assignment.

Children do not inherit their parents' exemption. Parents, friends or siblings are NOT eligible to replace or fulfill this responsibility.

It is the child and the parents' responsibility to notify the Manpower Cabinet member and the Pancake Breakfast Chairperson if they cannot attend. A penalty will be assessed if the child does not fulfill this requirement.

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## **Lifetime Exemption from Manpower Requirement**

Commissioner, Board Member, Cabinet Member and/or Activity Chairs: Members shall receive a lifetime exemption from the manpower requirement if they serve three consecutive years as a Commissioner, Board Member, Cabinet Member and/or Activity Chair.

- Commissioner Positions: basketball, dance\*, volleyball, tennis, bowling, judo and golf.
- Cabinet Member Positions: President, President-Elect, Secretary, Treasurer, Membership/Manpower, Publicity/Newsletter, Ex-Officio, Financial Consultant, and Legal Consultant.
- Activity Positions: Family Social Chair and Co-Chair; Pancake Breakfast Chair and Co-Chair.
- Lifetime manpower exemption is achieved if a Member serves two consecutive years as a Dance commissioner.

**Effective** 2000-2001 and forward; no "grandfathering."

Assistant Commissioner: Members may receive one year's credit (regardless of the number of years served as Assistant Commissioner) towards the three-year requirement for the lifetime exemption from the manpower requirement if they meet the following requirements.

- Serve as Assistant Commissioner, AND
- Serve as Commissioner for that same activity in the following year.

**Example:** A member can satisfy the three-year requirement by serving as Assistant Volleyball Commissioner in year 1, Volleyball Commissioner in year 2, and Treasurer in year 3.

**Effective** 2004-2005 and forward; no "grandfathering."

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## **One Year Exemption from Manpower Requirement**

Members shall receive a one year exemption from the manpower requirement if they serve the following roles:

- Coaches & Assistant Coaches (Basketball, volleyball, judo)
- Basketball Tournament Coordinators
- Basketball Team Managers (4<sup>th</sup> grade and below)

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## **Family Picnic**

The Family Social is an annual event held in late Spring or early Summer. The entire membership is invited to attend. It is also a time when CYS honors community members

who have made outstanding contributions to the organization as well as a time for CYS to express appreciation to its own members.

Members of the Family Social committee help plan the entire social.

This includes but is not limited to creating invitations, providing and organizing entertainment, soliciting donations, and providing food service and cleaning.

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## **Pancake Breakfast**

The Pancake Breakfast is held annually on Mother's Day. Senior Citizens are invited to a complementary breakfast as part of the CYS youth program in giving back to the community. Each CYS family is required to purchase a set amount of Pancake Breakfast tickets as part of the registration fees. Tickets are distributed in the spring to each family and may be sold or given to friends and relatives.

The Pancake Breakfast is our primary fundraiser each year. It is the most heavily attended and requires the largest manpower commitment of any of our events. In order to be as fair as possible to the increased numbers of volunteers we have specified a number of guidelines.

- Fathers and students (7<sup>th</sup> grade and older) traditionally have provided the manpower for this activity.
- There is one shift for adults (early morning to early afternoon). Youths are assigned to one of two shifts (each is about half of the adult shift).
- Members of this committee may have a variety of jobs -- one may be asked to cook, set up, clean up, serve or prepare the food. Two event chairs and a series of sub-chairs are designated to oversee the smooth execution of responsibilities. One may volunteer for these positions, or they are filled by lottery. A member of the board is assigned to coordinate all activities.

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## **Mochitsuki**

Held one weekend in December, members of this committee work approximately a 4-hour shift. Mochi is made and sold by the Yu Ai Kai in the San Jose Buddhist Church gym. Members of this committee may be asked to form, cool or pack the mochi.

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## **Yu Ai Kai Birthday Party**

Held in April or May, CYS hosts a birthday party for the senior citizens at Yu Ai Kai. Members of this committee help with the party. They will be asked to help serve refreshments, coordinate entertainment, pass out gifts and clean up.

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## **Church Cleanup (Discretionary based on Manpower availability)**

Held at the end of July or beginning of August, the CYS organization may help, based on Manpower availability) with the church clean up at the San Jose Buddhist Church and/or Wesley Methodist. The jobs vary each year and are assigned by the church.

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## **Spirit of Japantown**

Held in the Fall, the CYS organization participates in the Spirit of Japantown festival. More information on the festival can be found at <http://www.spiritofjapantownfestival.com/>. Members assigned to this manpower will be asked to support CYS' role in the festival.

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## **CYS Education Initiative**

The Education Initiative provides supportive activities to help high school teens and their families prepare for college admissions and vocational training. The specific activities to be pursued will be determined based on member interest, consisting of activities such as the following:

- Providing scholarships as a resource to our youth and a focused opportunity for donors interested in supporting an educational program.
- By establishing a Youth Board of Directors, Involving youth in developing and setting priorities for the Education Initiative, as well as using existing CYS activities to support college preparation.
- Supporting youth community service and leadership development.
- Providing discussion forums for member families to understand college preparation requirements and admission processes.
- Connecting educational coaching, career introduction, and mentoring opportunities through the network of present and past CYS members.

At this time, the Education Initiative is organized by a committee of the CYS Board.

### **Eligibility**

Participation in the Education Initiative is open to all current and past CYS members.

### **Contact**

[education@sanjosecys.org](mailto:education@sanjosecys.org)

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## **CYS Sports Programs: Purpose and Philosophy**

### **Purpose**

- To introduce and develop fundamental athletic skills.
- To emphasize the significance of good sportsmanship.
- To develop new friendships.

### **Philosophy**

CYS provides various sport programs that encourage Nikkei boys and girls of all levels of ability to and develop their skills and confidence. While we certainly do not discourage spirited competition, winning games is secondary to our basic philosophy of participation and having fun.

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## **CYS Basketball Program**

### **Eligibility**

- Boys Kindergarten through 12<sup>th</sup> grade
- Girls Kindergarten through 9<sup>th</sup> grade

High School Varsity and Junior Varsity players are ineligible to participate.

### **Season (September through February/March)**

The season starts with divisional team mass practices, usually two consecutive weekends, beginning at the end of September. The players are evaluated so the coaches can draft/select teams of relatively equal ability.

Two-hour team practices are held on Saturday and Sunday afternoons until the start of league play in December. Practices are then scheduled for Saturdays as league games are played on Sundays.

The instructional program practices are usually held on Sundays at the start of the season (September through November) and then moves to Saturdays for the remainder of the season (December through February). The instructional program stresses the fundamentals of basketball. It is an introductory program for the Kindergarten – 3<sup>rd</sup> grade boys and Kindergarten - 4<sup>th</sup> grade girls within CYS.

### **League**

San Jose CYS is a member of the Nikkei Youth Basketball Association. The NYBA is an organized basketball league consisting of member organizations from San Francisco, San Mateo, Palo Alto, Tri-City, and San Jose.

### **Girls Division**

- G-3 – 5<sup>th</sup> and 6<sup>th</sup> Grades
- G-2 – 7<sup>th</sup>, 8<sup>th</sup> and 9<sup>th</sup> Grades

### **Boys Division**

- D-American – 4<sup>th</sup> and 5<sup>th</sup> Grades
- D-National – 6<sup>th</sup> Grades
- C-American – 7<sup>th</sup> Grades
- C-National – 8<sup>th</sup> and 9<sup>th</sup> Grades
- B – 10<sup>th</sup> and 11<sup>th</sup> and 12<sup>th</sup> Grades

*(Prior to 2009-2010 season, the league was organized as follows with a Dec 3rd birthday cutoff. Boys with prior playing experience in the league are grandfathered in and may continue to play in their "old" division.)*

- D-American – 9 and 10 year olds
- D-National – 11 year olds
- C-American – 12 year olds
- C-National – 13 and 14 year olds
- B – 15, 16 and 17 year olds

### **Tournaments**

CYS teams, when invited, are encouraged to participate in various basketball tournaments throughout the season. The Basketball Commissioners and Coaches coordinate team tournament entries. The participating members pay tournament entry fees.

CYS sponsors its own basketball tournament for the Boys B, D-American, D-National, C-American and C-National divisions and the Girls G-2 and G-3 divisions.

All parents of participating players are required to sell program ads and provide manpower for the CYS tournament.

### **Role of Parents**

All parents are asked to volunteer: to help with team practices and games.

Some of the required assistance to be provided by parents:

- Coach
- Manager
- Practice assistants
- Provide drinks and snacks for practices and games
- Scorekeeper
- Timer

### **Commissioners' Duties**

The Basketball program consists of a Boys' Commissioner, a Girls' Commissioner, a Tournament Chairperson, an Equipment Manager and an overall Commissioner. The commissioners' duties are:

- Represent Basketball at CYS Board meetings.
- Represent CYS at NYBA meetings.
- Handle Basketball registration.
- Oversee and work with coaches to run an organized program.
- Schedule and reserve gym time.
- Maintain and order equipment and uniforms.
- Order trophies and arrange the photo session.

### **Contact**

[bball@sanjosecys.org](mailto:bball@sanjosecys.org)

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## **CYS Summer Basketball Program**

### **Eligibility**

Boys and girls, ages 5 (as of December 3<sup>rd</sup> of the current year) to incoming 8<sup>th</sup> graders.

### **Season**

The season will run for four or five sessions during the summer, typically broken into multiple groups by age.

### **Instruction**

Children will be instructed and drilled on the fundamentals of basketball including ball handling, shooting, and defense.

### **Commissioner's Duties**

- Reserve the gym

- Arrange for coaches as needed

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## **CYS Bowling Program**

### **Eligibility**

Boys and girls, ages 6 years and older.

### **Season**

The season will run approximately from the beginning of September for eight weeks on Saturday mornings.

### **Instruction**

Children will be instructed on the fundamentals of bowling including ball delivery, scoring and game rules.

### **Commissioner's Duties**

- Represent Bowling at CYS Board Meetings.
- Work with 4<sup>th</sup> Street Bowl for dates, times, coaches and prices.
- Reserve the lanes.
- Organize practice and game schedules.

### **Contact**

[bowling@sanjosecys.org](mailto:bowling@sanjosecys.org)

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## **CYS Dance Program**

### **Eligibility**

Boys and girls age 3 years (must be potty-trained) or 4 years and up.

### **Season**

The dance year begins in September with registration and ends in June. Classes are held on Thursday or Friday evenings and all participants are expected to attend all classes, rehearsals and performances.

### **Structure**

CYS Dance is open to children age 3 years and up to learn tap, jazz and ballet by a qualified dance instructor. Students are grouped by age and ability. In this non-competitive atmosphere, the students acquire confidence and poise, learn teamwork and make many friends.

### **Basic Participants Cost**

Instructor fee paid at registration to CYS. The commissioner and the dance instructor determine the fees annually. The fee is fixed and non-refundable. As per CYS, families can make a partial payment of fees and pay the remainder by the January CYS Board Meeting.

### **Dancers' supplies and costumes**

Practice - leotards, tights, tap and ballet shoes.

Performances - costumes and accessories as determined by instructor and paid for by each participant. Holiday Performance - Leotard/Tights are purchased by the family and costume is provided by CYS. Costumes for the Holiday Performance must be returned, or a replacement fee will be assessed. Spring performance costumes/tights are purchased by the family and are the dancer's to keep.

## **Performances**

Major events are the Christmas in the Park, Yu Ai Kai Bonenkai Luncheon, CYS Dance Holiday Performance & Family Potluck, Yu-Ai-Kai Birthday, and the CYS Family Social. Other performances and/or appearances may be added.

## **Role of Parents**

- Alterations to costumes, if needed.
- Planning of holiday parties.
- Telephone committee

## **Commissioner's Duties**

- Represent Dance at CYS Board meetings.
- Handle Dance registration.
- Work with instructor.
- Make arrangements for facility usage and dance photos.
- Organize recital and possible other performances.

## **Assistant Dance Commissioner**

- Trains under the current Dance Commissioner for the following years' responsibilities as Dance Commissioner.
- Assists at performances — set up, supplies, preparing dancers prior to each performance.
- Helps Dance Commissioner at Registration Night.
- The assistant dance commissioner is exempt from CYS manpower requirement.

## **Contact**

[dance@sanjosecys.org](mailto:dance@sanjosecys.org)

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## **CYS Golf Program**

### **Eligibility**

Boys and girls, from 5 years old (with completion of kindergarten) through 17 (up to High School Seniors).

### **Season**

The season begins in early July and goes to late August. The program is eight weeks long and lessons are one hour in length.

### **Equipment**

Currently loaner clubs are not available. Pee Wee and Junior Golf Clubs are available at sporting goods stores and on the internet.

### **Instruction**

Professional golf instructors will teach the children. This instruction will include basic rules, etiquette, grip, stance, and more advanced instruction for better players.

### **Commissioner's Duties**

- Represent Golf at CYS Board Meetings.
- Handle Golf registration.

- Make the arrangements with the golf course and pros.
- Organize tournament and special events

**Contact**

[golf@sanjosecys.org](mailto:golf@sanjosecys.org)

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## **CYS Judo Program**

**Eligibility**

Kindergarten graduates and older.

**Season**

The season begins in early June and runs through mid July. The program is six weeks long and lessons are one hour in length.

**Equipment**

Uniform rental is included in the registration fee.

**Instruction**

In Judo, safety is the number one priority for all students. Students learn to fall safely. This skill alone can be one of the most useful techniques that students use the rest of their lives.

The practice of judo techniques helps kids cultivate basic and fundamental physical fitness in a number of ways, such as the development of strength, flexibility, agility, speed, dynamic and static balance, explosive power and endurance. The practice of active attack and defense helps develop reaction time, coordination and overall self-confidence. Judo student become physically stronger and faster through their practice of Judo.

Yet, there is no punching, kicking or strikes of any kind in the sport of Judo

**Commissioner's Duties**

- Represent Judo at CYS Board Meetings.
- Handle Judo registration.
- Make arrangements with instructors and facility.
- Make arrangements with instructors and facility.
- Handle uniforms, photos and T-shirts.
- Organize the end of session event.
- Make arrangements with instructors and facility.

**Contact**

[judo@sanjosecys.org](mailto:judo@sanjosecys.org)

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## **CYS Tennis Program**

**Eligibility**

Boys and Girls enrolled ages 5 and up.

**Season**

The season runs from approximately the middle of March through the beginning of June, on Sundays in late afternoon. The sessions are 90 minutes long with a Fun Day at the end of the season.

### **Equipment**

All participants must wear appropriate clothing and shoes, and provide their own racquets, if possible. Some demo racquets may be available.

### **Instruction**

Instruction is provided by qualified personnel. Instruction is given in all the basic fundamentals and strategy of the game.

### **Commissioner's Duties**

- Represent Tennis at CYS Board Meetings.
- Handle Tennis registration.
- Oversee and work with pros to run an organized program.
- Schedule instruction and court time with pros and club.
- Organize snack and drink list.

### **Contact**

[tennis@sanjosecys.org](mailto:tennis@sanjosecys.org)

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## **CYS Volleyball Program**

### **Eligibility**

CYS Volleyball is open to all boys and girls from 3<sup>rd</sup> grade through 12<sup>th</sup> grade.

- Instructional – grades 3 to 4. Fundamental skill development, instruction, drills and fun.
- League – grades 5 to 7. Reinforce fundamentals, teach rules/positioning. Scrimmage games.
- Advanced – 8<sup>th</sup> grade and above, increased intensity of volleyball drills, competitive play.

### **Season**

The season lasts from March through of May on Saturdays. Sessions are scheduled according to skill level.

### **Commissioners Duties**

- Represent Volleyball at monthly CYS meetings.
- Handle Volleyball registration.
- Oversee and work with coaches to run an organized program.
- Arrange facility.
- Organize drink and snack schedule.
- Maintain and order equipment.
- Handle T-shirts, favors and prizes.

### **Contact**

[volleyball@sanjosecys.org](mailto:volleyball@sanjosecys.org)

