

# *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.

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.

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 forty 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.

- 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.

- Auditor
- Publicity/Newsletter
- Membership
- Legal Advisor

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 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 for the given year. Parents are given one opportunity to choose their manpower assignment on the evening of the September registration. Should they fail to register that evening they will lose their opportunity to choose their manpower assignment. Their manpower assignment will be assigned to them after their application has been accepted.

Anyone missing registration night in September may register by contacting the membership chairperson directly. Registration is open for **only** one week after the September registration night. Registration is officially closed at all other times. Pre-registration is not allowed. Parents with children who want to participate in Spring/Summer activities must also register in September. They will have the option to pay their Spring/Summer activity fees at the January board meeting held on the second Monday of January, from 7:00 – 8:00pm, at the Yu Ai Kai Building on 4<sup>th</sup> Street. It is the parents' responsibility to ensure their Spring/Summer activity fees are paid promptly by

the time of the January board meeting. Unpaid fees will result in the cancellation of their children's Spring/Summer activities.

Full payment of the CYS registration fee and Pancake Breakfast tickets are required at the time of registration in September for all families. Fees for Fall/Winter activities are due at the September registration night as well. Fees for Spring/Summer sports can be paid at the September registration night or at the January board meeting. Payment will be accepted by check only, no cash.

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

In certain situations, the activity commissioners may have open signups beyond the close of registration. Note that this will not be true for all activities, so don't 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. Also, new members may not register 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 and an emergency contact form signed and on file with CYS registration 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 is required to sign up for 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 Committee 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 \$100.00 penalty. If an assignment change can't be coordinated, payment of the fine shall be submitted to the Board Member responsible for Membership 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.

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## **Manpower Responsibilities**

A family's Manpower duties are assigned according to the grade level of their eldest child participating in CYS activities until that child reaches 9<sup>th</sup> grade. At 9<sup>th</sup> grade students take responsibility for their own manpower assignment and their parents' responsibilities change to take on the duties associated with the next eldest child participating in CYS

activities. All CYS children 7<sup>th</sup> Grade and above must contribute their own time to fulfill a manpower assignment. If their parents are exempt from manpower duties, the children are still required to fulfill their manpower assignment. The children do not inherit their parents' exemption. The youths must fulfill their manpower assignments; parents, friends, and siblings are not eligible to fulfill this responsibility. The required manpower for youths is Pancake Breakfast, however if the child is unable to attend Pancake Breakfast, he/she can be reassigned to Family Social or Church Clean Up. It is the child and the parents' responsibility to notify the chairperson of the event if they cannot attend. The chairperson will then ask the person in charge of Manpower to reassign the child to another event.

<b>If your oldest CYS child is in:</b>	<b>Manpower requirement (parents)</b>
Preschool thru Kindergarten	Mochitsuki AND Church Clean Up  OR Mochitsuki, Spirit of Japantown, AND Yu Ai Kai Birthday
1 <sup>st</sup> grade thru 4 <sup>th</sup> grade	Family Picnic
5 <sup>th</sup> grade thru 8 <sup>th</sup> grade	Pancake Breakfast
9 <sup>th</sup> grade or above	Go with your next oldest CYS child

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

<b>In addition, if your CYS children are in:</b>	<b>Manpower requirement (children)</b>
7 <sup>th</sup> grade to 12 <sup>th</sup> grade	Children give back to the organization by working at Pancake Breakfast; they can work at the Family Picnic if they cannot make the Pancake Breakfast

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## **Lifetime Exemption from Manpower Requirement**

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

- Commissioner Positions: basketball, dance, volleyball, tennis, bowling and golf.
- Cabinet Member Positions: President, President-Elect, Secretary, Treasurer, Membership/Manpower, Publicity/Newsletter, Ex-Officio, Financial Consultant, and Legal Consultant.

**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 Dance Commissioner in year 1, Dance Commissioner in year 2, and Treasurer in year 3.

**Effective** 2004-2005 and forward; no “grandfathering.”

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## **Family Social**

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 off 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 March or April, 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 Clean Up**

Held at the end of July or beginning of August, the CYS organization helps with the church clean up at the San Jose Buddhist Church in return for the use of their facilities. 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 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 ages 5 through 17 years of age as of December 3<sup>rd</sup> of the current season.
- 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 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 5-8 year-old 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 – 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.

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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.

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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 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 Picnic. 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.

## **CYS Tennis Program**

### **Eligibility**

Boys and Girls enrolled in grades 2 and up.

### **Season**

The season runs from approximately the middle of March through the middle of May, 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.

## **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 5. Fundamental skill development, instruction, drills and fun.
- League – grades 6 to 8. Reinforce fundamentals, teach rules/positioning. Scrimmage games.
- Advanced – High school age or by coach recommendation. Increased intensity of volleyball drills. Competitive play.

### **Season**

The season lasts from the end of March through the middle 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 and photo session.
- Organize drink and snack schedule.
- Maintain and order equipment.
- Handle T-shirts, favors and prizes.

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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 five or six 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 Golf Program**

### **Eligibility**

Boys and girls, from 5 years old (with completion of kindergarten) through 17 (up to High School Seniors), with a limit of 30 players.

### **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 available at the golf course; you must call ahead and reserve them.

### **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