

**LOWER CAPE MAY REGIONAL SCHOOL DISTRICT
COACHES HANDBOOK**

Lower Cape May Regional High School
&
Richard M. Teitelman School

687 Route 9
Cape May, NJ 08204

July 29, 2025

LOWER CAPE MAY REGIONAL ATHLETICS

Information contained in this handbook will assist you in performing your coaching responsibilities within our Athletic Program. Certain athletic policies have been formed in our school system over the years which we will continue to follow. However, with the implementation of this handbook, some procedures may be new or revised. If you have any suggestions for improvement of our programs, please do not hesitate to bring them to my attention. All coaches must be familiar with our policies and procedures. Please see me if there is needed clarification concerning any particular point.

Best of luck for a successful season!

TIGER PRIDE!!

Matt Danze
Director of Athletics

GENERAL COACHING RESPONSIBILITIES

All coaches shall be appointed by the Board of Education upon the recommendation of the Superintendent. No person, under any circumstance, not properly certified and approved, may in any way have any connection with the athletic program. In so far as possible, all coaches shall be responsible for the following duties:

1. Locker Room Safety/Supervision
 - A. The Head Coach or Asst Coach needs to be present in the locker room at all times when the team or student/ athletes are using them.
 - B. Secure all doors, lights, windows and locks before leaving the building.
 - C. Do not leave school property until all team members are gone after practice and games/meets.
 - D. After practice, coaches are required to ensure that the locker room is presentable and clear of equipment.
 - E. Remind athletes of the need for keeping lockers locked.
2. Coaches should NEVER remove their team from the playing area until the contest is completed.
3. It is the coach's responsibility to see that athletes dress properly for all athletic contests. Presentable, neat clothing is in order.
4. Coaches who are absent from school because of illness are not to coach on that day. Extraordinary circumstances will be dealt with on an individual basis; however, the Principal, in consultation with the Director of Athletics, will make all decisions pertaining to such a situation.
5. Coaches' requests for maintenance of fields, etc., must be directed to the Director of Athletics.
6. Coaches shall be responsible to the Director of Athletics for the proper issuance, use, return, maintenance, storage and protection of equipment.
7. The head coach must maintain clear leadership at all times. Despite this position of authority, an effective coach fosters independent thinking among the staff. Strong interpersonal skills are essential, allowing for open and respectful communication. A wise head coach consistently recognizes and praises assistants, offering acknowledgment whenever appropriate. Any disagreements among coaches should be addressed promptly, privately, and away from athletes or individuals not directly involved with the program. The head coach expects every staff member to contribute fully—bringing dedication, energy, thoughtfulness, and effort to the team.
8. Assistant coaches must be prepared to take on tasks they may not prefer, understanding their duty to the head coach, the athletes, and the sport itself. Being a successful assistant coach is demanding, yet the success of the school, the team, and the entire coaching staff relies heavily on the commitment and performance of its assistant coaches.
9. The coach shall be responsible for checking the eligibility (academics, attendance, & behavior) of each of his/her participants as often as may be necessary in order to ensure that no student participates that is not legally, scholastically or

- physically eligible to do so. The coach should also check the eligibility of the athletes the semester prior to their sport.
10. Coaches shall, at times, take all necessary steps to ensure the welfare, safety, and personal well being of all participants. Whenever any doubt exists, the particular student should be prohibited from engaging in any competitions or practices until the responsible person (i.e. Trainer, Director of Athletics) grants authorization.
 11. The coach shall be held responsible for the manner in which participants conduct themselves while engaged in practice or in competition and for the manner in which they make use of the facilities the school provides.
 12. Coaches shall be responsible for the compilation of budget requirements, which shall include all amounts necessary for the continued and efficient operation of the particular sport with which he/she is concerned.
 13. The coach shall be responsible for keeping the Director of Athletics informed at all times of the progress of each sport and of any unexpected developments which may arise.
 14. Coaches are responsible for and should direct student managers, assistants and statisticians.
 15. Coaches shall be responsible for other duties or functions which either are those normally pertaining to a particular sport or which may be assigned by either the Director of Athletics, Principal, or Superintendent in his/her particular sport.
 16. The coaches shall urge the student body at every opportunity to be polite, courteous and fair to all teams and spectators.
 17. The coaches shall display good sportsmanship. The coaches shall maintain poise and self-control at all times, especially at the games, never engage in activity that would be an embarrassment to your athletes, yourself or your school. Teach the student/athletes to play fairly and play hard without using unethical practices.
 18. Be a perfect host to all who are connected with the game, visiting team, coach, officials and spectators.
 19. Discipline and, if necessary, suspend players who disregard good sportsmanship, rules and regulations set forth by the school and you.
 20. Strive to promote a good relationship with the press in order to maintain good public relations.
 21. Treat officials with courtesy, respecting their judgment.
 22. A coach shall accompany the athletic bus to and from all away contests to see that all students ride the bus provided to and from the game/meet.
 23. Collect and file parent permission forms with the Director of Athletics for any Athletes not riding the bus on the way home.
 24. Plan field house practice schedules with the Director of Athletics and follow practice schedules as weather and circumstance permits.
 25. Have practice plans prepared for each practice. Submit to the Director of Athletics weekly.
 26. Be present at all contests and practices for their entirety and notify the Director of Athletics directly when you can not be present in an extreme emergency.
 27. Inventory and store properly all equipment at the end of the season prior to submitting all end of the season forms.
 28. Cooperate with the athletic trainer regarding the treatment of athletes.

COACHING REQUIREMENTS, STANDARD & POLICY

1. (9) Legal Duties of a Coach

1. Properly plan the activity.
 - a. Teach the skills of the sport in the correct progression.
 - b. Consider each athlete's developmental level and current physical condition. Evaluate your athletes' physical capacity and skill level with preseason fitness tests and develop practice plans accordingly.
 - c. Keep written records of fitness test results and practice plans. Don't deviate from your plans without good cause.
2. Provide proper instruction.
 - a. Make sure that athletes are in the proper condition to participate.
 - b. Teach athletes the rules and the correct skills and strategies of the sport. For example, football teaches athletes that tackling with the head (spearing) is illegal and also a potentially dangerous technique.
 - c. Teach athletes the sports skills and conditioning exercises in a progression so that the athletes are adequately prepared to handle more difficult skills or exercises.
 - d. Keep up to date on better and safer ways of performing the techniques used in the sport.
 - e. Provide competent and responsible assistants. If you have coaching assistants, make sure that they are knowledgeable in the skills and strategies of the sport and act maturely and responsibly.
3. Warn inherent risks.
 - a. Provide parents and athletes with both oral and written statements of the inherent health risks of their sport.
 - b. Also warn athletes about potentially harmful conditions, such as playing conditions, dangerous or faulty equipment, and the like.
4. Provide a safe physical environment.
 - a. Monitor current environmental conditions (i.e., windchill, temperature, humidity, and severe weather warnings).
 - b. Periodically inspect the playing areas, the locker room, the weight room, and the dugout for hazards.
 - c. Remove all hazards.
 - d. Prevent improper or unsupervised use of facilities.
5. Provide adequate and proper equipment.
 - a. Make sure athletes are using equipment that provides the maximum amount of protection against injury.
 - b. Inspect equipment regularly.
 - c. Teach athletes how to fit, use, and inspect their equipment.
6. Match your athletes appropriately.
 - a. Match the athletes according to size, physical maturity, skill level, and experience.

- b. Do not pit physically immature or novice athletes against those who are in top condition and are highly skilled.
- 7. Evaluate athletes for injury or incapacity.
 - a. Require all athletes to submit to preseason physicals and screenings to detect potential health problems.
 - b. Withhold an athlete from practice and competition if the athlete is unable to compete without pain or loss of function (e.g., inability to walk, run, jump, throw, and so on without restriction).
- 8. Supervise the activity closely.
 - a. Do not allow athletes to practice difficult or potentially dangerous skills without proper supervision.
 - b. Forbid horseplay, such as “wrestling around.”
 - c. Do not allow athletes to use sports facilities without supervision.
- 9. Provide appropriate emergency assistance.
 - a. Learn sports first aid and cardiopulmonary resuscitation (CPR).
 - b. Take action when needed. The law assumes that you, as a coach, are responsible for providing first aid care for any injury or illness suffered by an athlete under your supervision. So, if no medical personnel are present when an injury occurs, you are responsible for providing emergency care.
 - c. Use only the skills that you are qualified to administer and provide the specific standard of care that you are trained to provide through sports first aid, CPR, and other sports medicine courses.
 - d. If the athletes are minors, obtain a signed written consent form from their parents before the season. For injured adult athletes, specifically, ask if they want help. If they are unconscious, consent is usually implied. If they refuse help, you are not required to provide it. If you still attempt to give care, they can sue you for assault. NJSIAA Coaching Certifications and Regulations

2. Coaches’ Liability

- A. Coaches should teach athletes to protect themselves.
- B. Coaches should teach proper fundamentals.
- C. If athletes are praised or encouraged doing something improperly, it will come back to haunt you.
- D. Negligent entrustment (entrusting authority/activity to someone who is not qualified to carry out that particular authority/activity).
 - a. Assistant Coaches
 - b. Volunteer Coaches
- E. Coaches may be held liable for failing to teach the fundamental techniques and skills necessary to ensure athlete safety in their specific sport.

3. Coaches’ Obligation to Supervise

- A. If you are not there, you will be liable.

- B. The more hazardous or the more contact, all the more closely the activity must be supervised. (The senior captain must never supervise any drill.)
- C. You must be at least immediately accessible.
 - a. Accessible to all aspects of practice or activity.
- D. Systematic supervision
 - a. Written itinerary
 - b. Emergency policies
 - c. Locker rooms rules/regulation, posted

4. School Policy

- A. The coach must know school policy in every situation. (Located on LCMR school website) <https://lcmrschooldistrict.com/athleticpolicies>
- B. School policy, standards and procedures should be followed at all times. Do NOT deviate from it.
- C. Adopt the policy rules of the superior administrative agencies.
- D. **Hazing** – Under no circumstances should any form of hazing be tolerated. Coaches need to be present among the athletes in areas where hazing is likely to take place (i.e. locker rooms, buses, etc). All student/athletes should share responsibilities for equipment. Explain to athletes that any violation of these rules will be met with severe and swift consequences.

Hazing is defined as any action or activity which diminishes the positive development of a person, which inflicts or intends to cause physical or mental harm or anxieties, which results in social ostracism, and/or which demeans, degrades, or disgraces any person, regardless of the intent or consent of participants.

Activities that may be considered hazing include, but are not limited to:

- Coercion, threat or intimidation to solicit money
- Physical intimidation or striking (using physical force/contact in any manner)
- Permanent or temporary marking or branding
- Forcing exercise or strenuous physical activities
- Requiring personal servitude
- Requesting or causing indecent exposure and/or the donning of inappropriate articles of clothing and/or unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, and any other behaviors, speech, or writing that is deemed by the administration as offensive, lewd or unbecoming is prohibited.

5. Professional Development

Coaches are strongly encouraged to take advantage of opportunities presented for professional development. Regular attendance at district meetings, rules clinics, special workshops and training opportunities in specific fields is imperative. Membership should

be maintained in professional organizations, coaches' associations, and similar groups whose programs are geared toward greater achievement and improved performance. Keeping updated on current literature in professional journals, newspapers and magazines, and utilizing enrichment material available in other media forms is also expected.

6. Coaching Courses

1. CPR/AED/Basic First Aid Certification

- All coaches must hold a current (valid) adult CPR/AED and Basic First Aid Certification. Blended courses (online courses with an in-person instructor-evaluated skills test) are approved. Online courses without an in-person instructor-evaluated skills test are not approved. All courses that are approved by the DOE for certification are acceptable.

2. NFHS Fundamentals of Coaching Course

- All new coaches will be required to complete the NFHS Fundamentals of Coaching Course before their first employment as a coach. A certificate of course completion must be submitted to the respective athletic supervisors. Coaches who have experience coaching in an NJSIAA high school prior to the 2006-2007 school year will be exempt from this requirement. This course is a one-time requirement.

3. All coaches are required to complete the following NFHS courses annually:

1. NFHS Concussion in Sports Course.
2. NFHS Heat Illness Prevention Course.
3. NFHS Sudden Cardiac Arrest
4. NFHS Sportsmanship
5. NFHS Bullying/Hazing & Inappropriate Behaviors

4. All coaches must complete the NFHS Implicit Bias Course. This course is a one-time requirement.

5. All coaches must complete the BeNice Program located on the NJSIAA website. <https://www.njsiaa.org/coaches> . This course is a one-time requirement.

6. Swimming & Diving Coaches

- a. A valid CPR for professional rescuer certificate issued by the ARC or the YMCA.
- b. A valid Lifeguard Certificate issued by the ARC or the YMCA.
- c. A valid Water Safety Instructor (WSI) Certificate issued by the ARC or the YMCA.

8. DOE Certification Requirements (Public Schools Only) Public school coaches must fall within one of the four categories below.

- a. NJ Teaching Certification
- b. NJ Substitute Certification (60 Credits)
- c. Volunteer Coach
 - Must have one of the certifications above
 - Must complete all NJSIAA/NFSH coaching requirements
- d. Paraprofessional Aid/Coach (No Credits)
 - Exempt from all certifications

- Exempt from all coaching requirements
- Must be under the direct supervision of a certified coach
- Must not have any direct supervision responsibilities

7. Athletes' Code of Conduct

- A. Student-athletes will conduct themselves at all times in such a manner as to reflect credit upon their families, school team, and coaches. This includes the student-athlete's conduct in school and in the community.
- B. At **NO** time shall profane or obscene language or conduct be allowed or tolerated.
- C. Student-athletes are representatives of LCMR High School and at all times will present themselves in a proper manner.
 - a. All student-athletes will show proper respect for other athletes, coaches, and officials at all times.
 - b. Code of conduct violations will result in suspension and/or dismissal from the athletic team by the head coach with approval of the athletic director.

COACHING RULES TO LIVE BY

- A. Upholding and enforcing all rules is crucial to success-not only in letter but also in spirit.
- B. Good sportsmanship is more than just a slogan-it's a way of living.
- C. You are more than just a coach. You are an adult leader and your number one concern must be for the welfare of the student athlete.
- D. The athletes who play for you look to you for leadership. Your actions set the tone that your players follow.
- E. Not only are you a leader, you are a role model. You must set a positive example for your players to follow.
- F. Exhibit a genuine respect for opponents and officials.
- G. Treat your player with respect and coach with enthusiasm-not some of the time but, all of the time.
- H. Always remember the responsibilities that you owe to the school, community, parents and athletes.
- I. Know your players as individuals and be free with your praise.
- J. Know your own limitations. Recognize what you can control and when you must ask for help.
- K. Be aware of a problem among team members. Seek out appropriate staff members who are trained to help.

COACHES CODE OF CONDUCT

Education-based athletics is an extension of the classroom and is about more than just winning and losing.

1. Coaches must teach, promote, model, and set clear standards of behavior for themselves, players, and fans.
2. Coaches must enforce NJSIAA playing rules and address unsportsmanlike behavior by coaches and athletes.
3. Coaches are required to train their team on what to do in case an altercation occurs.
4. Coaches are required to ensure that the postgame handshake protocol is followed.
5. Coaches must handle individual infractions privately and avoid punishing the group for the misbehavior of one or two.
6. Coaches must treat all student-athletes in an ethical and responsible manner.
7. Coaches are required to do their best in helping students to reach their maximum potential.
8. Coaches must demonstrate desirable standards of behavior through personal examples.

COACHING ETHICS

As a coach, you set the personality of your team. The conduct of your teams very often sets the impression people in our community and the impression people in other communities have of our school. Therefore, our goal should be to present a positive, winning attitude to everyone. To do so, we should strive to conduct ourselves by the following guidelines:

1. In your relationships with your fellow coaches, you must remember that you are working toward the same goal – the development of a wholesome and successful athletic program.
2. As far as your own team is concerned, you must always be aware of the tremendous influence you have over the athletes entrusted to your care. Treat them and react to them with the same respect you expect from them.
3. Along with the mechanics of the sport, coaches should also be stressing the values of fair play; team and school spirit and accepting defeat graciously.
4. Do not drink, smoke or use profanity in the presence of your players. It is difficult to ask for abstinence from your players if you flaunt these things in front of them. You should exemplify all that you are attempting to develop in your athletes.
5. You are, of course, expected to defend the rights of your team at all times, but do not extend your differences with officials. Disputes with officials must be handled in a calm, professional manner. This will prevent inciting both athletes and spectators. Coaches not only influence the conduct of players, but also the behavior of many spectators. Never engage in an exchange of words with spectators.
6. All coaches are expected to abide by the NJSIAA Sportsmanship rule: “High standards of courtesy, fair play, and sportsmanship must feature all association competitions.”
7. Use discretion and tact when speaking about the school, game, opponents or colleagues.

8. During the off-season, seek out clinics in your sport that would enhance your growth as a motivator, organizer, and tactician.

SPORTSMANSHIP

Unsportsmanlike conduct shall subject the individual to disciplinary action. The member school with which the individual is associated may also be subject to disciplinary action if it is found that the member school's policies, actions, or failure to act, substantially contributed to the individual's conduct.

Unsportsmanlike conduct shall include but not be limited to the following:

- A. Any person (athletic department, staff member, Student-Athlete or a fan or spectator associated with a member school) who strikes or physically abuses an official, opposing coach, player, or spectator.
- B. Any person (athletic department, staff member, Student-Athlete or a fan or spectator associated with a member school) who intentionally incites participants or spectators to violent or abusive action.
- C. Any person (athletic department, staff member, Student-Athlete or a fan or spectator associated with a member school) who uses obscene gestures or profane or unduly provocative language or action towards officials, opponents, or spectators.
- D. Any person (athletic department, staff member, Student Athlete, or a fan or spectator associated with a member school) who engages in harassing verbal or physical conduct related to race, gender, ethnicity, disability, sexual orientation or religion at an interscholastic event.
- E. Any school or athletic staff member who is publicly critical of a game official, opponents and/or opposing coaches/players.
- F. The administration of a member school will be responsible for the unsportsmanlike conduct of that school's fans or spectators.

COACHES DRESS

1. All coaches should be suitably dressed at all times whether it is at practice sessions or at contests. You are in the public eye at all times. The impression you make reflects upon you, your team and the school.
2. Suitable practice attire will of course depend upon the nature of the sport, weather conditions, etc.
3. At all interscholastic contests, the coach should be well dressed. Aside from good dress clothing, suitable sport clothing or professional attire may also be worn. Old khakis, work clothes, paint-splattered sweatshirts, etc. are not suitable.

SUPERVISED WEIGHT ROOM SESSIONS

The weight room will be open for supervised workouts during the mornings throughout the summer and afternoons during the school year. **ALL** out of season athletes should be

encouraged and pushed to attend 3-4 training sessions a week during the out of season period. In-season coaches must schedule 30-40 minute in-season training sessions two times per week with the Fitness & Wellness Coordinator. If there is a conflict in schedule coaches should bring their team in before or after practice to complete the in-season training session. It is understood that practice time is extremely important in order to prepare our athletes for competition. Equally as important is Strength, Speed and Mobility Training. **CONSISTENCY IN MOVEMENT SPECIFIC TRAINING TRANSLATES TO PERFORMANCE ON THE FIELD!! DONT MAKE AN EXCUSE, MAKE THE EXTRA EFFORT!!**

TRYOUTS AND PRACTICES

1. All tryouts are to be supervised by certified coaches at all times. If a coach is unable to be present, the tryout should not be held.
2. During tryouts, all athletes should be evaluated using a rubric that assesses their proficiency in the key skills required for the respective sport. This will offer all athletes constructive feedback on areas for improvement and serve as sufficient documentation to support any roster decisions.
3. **Practices on Sunday must be approved by the Director of Athletics. Approval will not be considered unless the team is involved in a contest on Monday. Any athlete who does not attend practice due to religious responsibilities will not be penalized.**
4. Morning practice before school is not permitted unless approved by the Athletic Director.
5. Out of Season and Summer Practices – there should be **NO** out of season practices scheduled either on or off campus (out of season is the period of time that school is in session but a sport is not in season-i.e. January is out of season for Fall and Spring sports). Coaches should not organize/arrange any practices or instructional meetings for their teams on or off campus during out of season time.

COMMUNICATION GUIDELINES

Electronic communications between a teaching staff member and a student, including but not limited to email, telephone or cell phone, text message or instant message, computer, social media or other internet platform, that is of a personal nature is considered “inappropriate” and is strictly prohibited. Inappropriate electronic communication between a teaching staff member and a student includes, but is not limited to:

1. Communications of a sexual nature, sexually oriented humor or language, sexual advances, or content with a sexual overtone.
2. Communications involving the use, encouraging the use, promoting or advocating the use of alcohol or tobacco, the illegal use of prescription drugs or controlled dangerous substances, illegal gambling, or other illegal activities.
3. Communications regarding the teaching staff member’s or student’s past or current romantic relationships.

4. Communications which include the use of profanities, obscene language, lewd comments, or pornography.
5. Communications that are harassing, intimidating or bullying.
6. Communications requesting or trying to establish a personal relationship with a student beyond the teaching staff member's professional responsibilities.
7. Communications related to personal or confidential information regarding another school staff member or student.
8. Communications between the teaching staff member and a student that a member of the school administration would determine to be inappropriate.

All emails or messages between a teaching staff member and a student must be sent or received through the school district's email system or Remind communication application. A teaching staff member shall not provide a personal email address or contact to any student. Communications between a teaching staff member and a student via a personal cellular telephone or text message is **PROHIBITED**. However, a teaching staff member may, with prior approval of school administration, communicate with a student using a personal cellular telephone or via text message if the need to communicate is directly related to the teaching staff member's professional responsibilities for a specific purpose such as a field trip, athletic event, co-curricular activity, etc. Any such approval for cellular telephone communications or text messaging shall not extend beyond the specific field trip, athletic event, co-curricular activity, etc. approved by the Principal or Administration. A teaching staff member shall not accept "friend" requests from any student on a personal social networking website or other Internet-based social media website. Communication between a teaching staff member and a student through social networking websites or other Internet-based social media websites is only permitted provided the website has been approved by the Principal or Administration and all communications or publications using such websites are available to: every student in the class; every member of the co-curricular activity and their parents; and the Principal or other Administration.

It is strongly recommended that a third party messaging service (such as "I-Remind" or similar program) be used when communicating with student groups (classes, athletic teams, student clubs and/or activities). In the event an improper electronic communication is sent by either a teaching staff member or a student, it shall be reported to the Principal or Administration by the next school day. The Principal or other Administration will take appropriate action as necessary. Improper electronic communications by a teaching staff member or a student may result in appropriate disciplinary action.

BUDGET AND EQUIPMENT

1. It is the responsibility of each head coach to determine his/her equipment needs for the following year and submit them to the Director of Athletics along with their season ending report.

2. Final bid items specifications including quantity, size, color and entire description for all sports must be submitted to the Director of Athletics upon approval of the athletic budget.
3. School issued equipment is not to be worn during physical education classes (or around school except on game days). Please advise your athletes.
4. No athlete is permitted to participate in a second sport until he/she has met all equipment requirements in a previous sport.
5. All purchases are to be made through the Director of Athletics. Any purchases made by individuals without prior approval by the Director of Athletics will be at the individual's cost.
6. A complete inventory of all athletic equipment charged to your particular sport must be completed and turned in to the Director of Athletics at the completion of the season.
7. Catalogs are on file in the athletic offices as well as forms for budget requests.

TRANSPORTATION

1. The Director of Athletics schedules all transportation.
2. Players being excused early from classes are responsible for all missing school work.
3. The Director of Athletics will advise the coaching staff of bus departure time as well as class dismissal times.
4. Explain to all members of your team the rules concerning those going on a team trip by bus must return the same way. Do not permit players to come home via other means unless you possess a form that has been approved by the Director of Athletics.
5. Bus discipline is important not only for team control but also for safety.
6. Cleats are not permitted to be worn on the bus, the gym floor, or the school corridors.
7. Coaches are required to accompany their teams on the team bus.
8. Students are not permitted to drive a car to any sponsored activity.

SCHEDULING

1. All scheduling is to be done by the Director of Athletics.
2. No coach is to schedule or reschedule events without the express authorization of the Director of Athletics.
3. Coaches may make preliminary inquiries concerning inter-school scrimmages but the Director of Athletics must finalize them.
4. Scheduling of the gymnasium for practice in inclement weather will be done by the Director of Athletics after consultation with affected coaches.

CANCELLATION OF EVENTS

Cancellation or postponement of events due to inclement weather or other emergencies is at the discretion of the Director of Athletics and the building principal. Such decisions will be made as far in advance of the starting time as possible. If the school is closed for an emergency, all athletic activities are cancelled, unless special permission from the Director of Athletics is granted.

PHYSICAL EDUCATION AND ATHLETES

Athletes are not excused from health or physical education classes. Athletes must dress for physical education class each day, regardless of athletic contests held that day. No student/athlete with a medical excuse from physical education classes will be permitted to participate in athletics. Students who are not properly dressed and do not participate in physical education class will not be permitted to participate in athletics

ATHLETIC TRAINING RULES AND EXPECTATIONS

1. The trainer has the prerogative for instituting training rules and rules of personal conduct for the student/athletes under his/her supervision as long as they are in agreement with the school policies and state and federal law.
2. The Director of Athletics must be informed of any disciplinary action taken by coaches when their students/athletes are in violation of training rules or personal conduct.

CUTTING FROM SQUAD

Cutting may be done at the discretion of the head coach, Director of Athletics, and administration. A conference must be held with all students that are cut from the squad after an appropriate tryout period. The purpose of the conference is to avoid causing hard feelings on the part of the student and to discuss areas of needed improvement. The evaluation rubric should be used to address the areas for improvement. The coach should encourage the student to improve these skills or attitudes so as to increase his/her chance of making the team next year.

SAFETY REGULATIONS

There is a certain amount of risk in all athletics. There will always be unavoidable injuries in sports; however, be careful to prevent the avoidable injuries.

1. The student/athlete must be under your direct supervision at all times.
2. No equipment should be on the field unless you are present.
3. Your mere presence is not enough. You must be actively present.
4. Never leave the locker room until all students/athletes are out of the locker room.

5. All participants should be made aware of safety rules and regulations in each particular sport, i.e., correct equipment, equipment care, conditioning, and reporting any injuries.
6. Coaches should safety-check equipment used by athletes such as helmets, blocking sleds, field equipment in track, mats, etc. on a regular basis.
7. Report all safety hazards in writing so steps can be taken for correction.
8. Coaches should exercise good judgment during inclement weather conditions regarding lightning, etc.
9. Under no circumstances are coaches permitted to give aspirin, cold tablets, or any other non-prescription or prescription medicine to any athlete. Check with the school doctor or nurse when in doubt. No salt tablets are to be given to any student/athlete.

STUDENT ATHLETE ELIGIBILITY REQUIREMENT

1. Students MUST meet the NJSIAA and LCMRSD Board of Education eligibility requirements in order to participate on an interscholastic team. These requirements are posted in the Director of Athletics office and in the Student/Parent Handbook.
2. Students must have completed Family ID, have an updated Sports Physical and be listed on the roster in order to be able to participate in a sport.
3. Students must attend a full school day in order to participate in any athletic activity. Students may not arrive at school any later than 10:30 am and be eligible to participate that day. Exceptions to this rule must be approved prior to the absence and are as follows:
 - a. Legal appointment
 - b. Medical appointment
 - c. Religious observance
 - d. College visits
4. A student may not participate in an athletic activity who is absent or under suspension on the day on which the activity occurs.
5. No deferred detention or suspension for athletics will be tolerated or permitted.
6. No athlete may participate in a sport if he/she has been externally suspended more than two times in that particular season.
7. There is no place in athletics for harmful drugs, alcohol, and/or tobacco. Athletes are to be reminded by their coaches to avoid situations where drinking and use of drugs take place. Our athletes represent our community. Their responsibility should not be taken lightly. Athletes found guilty of school infractions leave themselves open to suspension from team involvement. The same consequence applies to athletes who have been arrested and found guilty of any crime or misdemeanor.
8. Early dismissal will be valid only for legal, medical, or religious purposes. If the early dismissal procedure is not followed, the student will be ineligible to participate.

9. Student/athletes are to travel with the team on the bus to and from contests. The only exception would be by pre-arrangement approved by the Director of Athletics, coach and parents/guardians.

PHYSICAL EXAMINATIONS

Note: No athlete is permitted to participate in any practice, scrimmage or game until he or she has turned in a fully signed and completed Family ID. The Athletic Trainer will check and sign off that each athlete has a physical examination by their primary care physician and has completed the sports physical forms filed with the Nurse's office.

INSURANCE

All students participating in athletic activities are covered under an insurance plan provided by the Board of Education. However, a student/athlete's insurance will be used for original billing. The Board of Education will cover bills not covered by the athlete's insurance coverage.

SEASONS

NJSIAA Player/Coach Do's & Don'ts Chart The following chart is for general guidelines only. More detailed information regarding these questions can be found in the NJSIAA handbook under the "NJSIAA Rules & Regulations" section.
<https://www.njsiaa.org/sites/default/files/documents/2025-07/coaches-handbook-2025-2026-website.pdf>

Sport seasons will begin and end in accordance with NJSIAA and conference regulations. Since there may be overlapping sports seasons for some athletes who participate on more than one team, there are procedures to allow the students to finish the season started before the beginning of the next sport. There shall be no penalty assessed against an athlete who begins practice late due to finishing out a prior season.

Once a student is considered a team member he/she is not eligible to try out for a sport of the next season until the team he or she was a member of has finished its season. This rule applies even if the student voluntarily quits prior to the end of the regular season.

Once a student has participated on a team for two weeks and is considered a team member, he/she cannot quit that team and join another team. The exception is when the coaches mutually feel it is in the best interest for all concerned. If no mutual agreement is reached, the matter will be referred to the Director of Athletics.

ATHLETIC PARTICIPATION LIMITATIONS

I. In-Season

- A. Student/athletes are able to participate on their desired sport team within the following datelines:
 - 1. Fall 2025 August 18 to November 23
Football August 11 to November 30
 - 2. Winter 2025-26 December 1 to March 8
Swim November 24 to March 8
 - 3. Spring 2026 March 9 to June 14

II. Out of Season

- A. The out-of-season period shall be from the end of the season until the next official starting practice date for that sport, excluding Summer Recess, that period from the last day of school until the first day of the next school term for a member school.
- B. Intramurals should provide an opportunity for students not on interscholastic teams, nevertheless student/athletes are permitted to participate in all intramural activities during the out-of-season period, except those in which they have attained team status.
- C. Weight-lifting or other condition programs during the out-of-season period are permissible when not limited to the student/athletes.
- D. Coaches may supervise or serve as directors, including officiating intramurals, recreational, club, camp, or open-gym programs when the school district's student/athletes are not involved in their specific phase of the program during the out-of-season period.
- E. Student/athletes are permitted to take part in Open-Gym Programs or Recreational programs, but a coach of a specific sport activity in that Open-gym Program is not permitted to be involved. Coaches may supervise Open-Gym Programs only when their student/athletes are not involved in that specific phase of the program during the out-of-season period. Open-Gym Programs involving a single sport in which only student/athletes are involved are interpreted as an attempt to circumvent the out-of-season rules.
- F. The NJSIAA does not have any jurisdiction over these programs conducted by outside organizations even though school facilities are used; however, school uniforms and other individually issued equipment may not be used by student/athletes. Coaches may not be involved when the school district's student/athletes are involved in that specific phase of the program during the out-of-season period.
- G. The NJSIAA does not restrict an individual's choice to attend any participatory camps or clinics; however, schools, school organizations, or school-related groups such as Booster Clubs may not assist the student/athletes attendance at any camp or clinic during the out-of-season period; this included providing uniforms, equipment, and funds related to the camp or clinic, including transportation; and coaches may not instruct the student/athletes.

RECRUITING

Coaches should make every effort to encourage or recruit more athletes FROM THIS SCHOOL SYSTEM to participate in their sport. There should be no effort to recruit or lure athletes from other sports of the season to your team. Likewise, there should be no effort to recruit or lure an athlete away from a sport in order to specialize all year round in your sport. Athletics are voluntary and the athletes should be free of undue influence when choosing whether or not to participate in a particular athletic endeavor.

COACHING EVALUATIONS

Formal evaluation of all coaches will be conducted.. A conference will be held with each coach being evaluated and a copy of the evaluation will be provided. The opportunity to respond to any findings and/or recommendations verbally or in writing will be provided.

END OF SEASON REPORT

At the end of the season, each coach will fill out an end-of-season report and a complete **MANDATORY** inventory of all equipment. No one will be cleared for his/her coaching salary until the above has been completed.

ATHLETIC TRAINING RULES AND EXPECTATIONS

NOTE: No athlete is permitted to participate in any practice, scrimmage or game until he or she has turned in a fully signed and completed Family ID. The Athletic Trainer will check and sign off that each athlete has a physical examination by their primary care physician and has completed the sports physical forms filed with the Nurse's office.

1. The trainer has the prerogative for instituting training rules and rules of personal conduct for the student/athletes under his/her supervision as long as they are in agreement with the school policies and state and federal law.
2. Athletes should see the athletic trainer for all injuries and therapy treatments during the school day between 11am and 2:15pm.
3. All teams will have on the field the following:
 - Medical Kit
 - Injury Ice
 - Water
 - Walkie-Talkie

These items will be placed on the medical carts provided to each team.

Walkie-talkies are to be picked up between 2:30 and 3:00pm and returned to the training room at the end of practice/games every day.

All teams are to call the athletic trainer for a radio check before each practice/game.

Keep the radio on during practices and games and with you at all times.

Athletic Trainer is on channel 4.

If an administrator is needed in the HS use channel 2.

If an administrator is needed in RMT use channel 1.

Inhalers/Epi-Pens

Make sure all players required to use an inhaler/Epi-Pen have one in the medical kit at all times. Your master list has this information.

Physicals

Please check physical dates and let players know if they are expiring so they can get new physicals as soon as old one expires. Your master list has this information.

4. DO NOT send injured athletes in search of the athletic trainer. There are 2 modes of communication, walkie-talkie and cell phones. Frank Zilinek's cell phone number is 609-780-0236.

ACCIDENTS

Emergency Medical Procedures for athletic practices, scrimmages, or games.

1. In the event an athlete requires ambulance or other transportation to a hospital and the athlete's parent is not present, a coach must accompany the athlete to the hospital when supervision of other students can be maintained. Example – If two coaches are present at the athletic site, one coach must accompany the athlete.
2. When off site medical attention is provided for an athlete, it is the responsibility of the coach to notify the Athletic Trainer and parent/guardian.
3. In the event of an emergency, coaches can access all essential medical information for their athletes through Family ID.

EMERGENCY NUMBERS

Police-Ambulance: 886-2711 or 911

REPORT OF ATHLETIC INJURY

1. It is the responsibility of the coach to report all injuries of your team to the athletic trainer. This should be done when you return to school so that our insurance company will have due notice of the injury.
2. After an injury that has required a physician's examination, the physician must clear the athlete before returning to practice and/ or games/meets.
3. After an athlete has been provided with medical care, coaches should follow up with a phone call to the home. Parents/guardians are always grateful.
4. Injury reports are submitted to the Athletic Trainer through a Google Form available on the school website under Athletics/Athletic Training.

FIRST AID PROTOCOL

First aid protocol will follow universal precautions at all times. Universal precautions is an approach to infection control whereby all human blood and certain body fluids are treated as if known to be infectious for HIV, HBV, and other blood-borne pathogens.

1. Wear latex gloves.
2. Use absorbent materials such as gauze pads or paper towels for containing body fluids.
3. Dispose of all soiled materials in a red bag.
4. Wash hands with an antiseptic soap or antiseptic wipe after removing gloves.

ASTHMATIC DISTRESS

1. Bring athletes to the sidelines.
2. Known asthmatics use inhalers if prescribed.
3. Keep athletes calm.
4. Call the Athletic Trainer.
5. **At away events coaches are to notify parents/guardians.

BITES AND STINGS

- A. Insect/Bee
 - a. Administer medication (Epi-Pen & Benadryl) as prescribed.
 - b. Wipe site with bee sting pad.
 - c. Apply ice and call the Athletic Trainer.
- B. Animal/Human
 - a. Wash the area thoroughly with antiseptic wipe.
 - b. Apply sterile bandage with Neosporin or Bacitracin.
 - c. Notify Athletic Trainer.
 - d. **At away events coaches are to notify parents/guardians.

BLISTERS

1. Do not puncture.
2. Wash if necessary.
3. Cover with skin lube and bandage.
4. Have students report it to the Athletic Trainer.

BONES AND JOINT INJURIES

- A. Dislocations/Fractures
 - a. Do not move athletes or change position causing further injury to the site.
 - b. Apply ice and keep athletes warm.
 - c. Call the Athletic Trainer.
 - d. **At away games coaches are to notify parents/guardians.

CHAPPED LIPS

1. Apply Blistex.

SPRAINS

1. Apply ice to the area.
2. Immobilize and elevate the area.
3. Call the Athletic Trainer.
4. ** At away events coaches are to notify parents/guardians.

TOOTH/MOUTH INJURIES

1. Apply ice.
2. Call the Athletic Trainer.
3. **At away events coaches are to notify parents/guardians.

WOUNDS/BLEEDING

1. Use universal precautions.
2. Apply direct pressure.
3. Call the Athletic Trainer.
4. Ice and cover as needed.

At AWAY EVENTS: Use the services of the home Athletic Trainer and follow their directions. Report all injuries to the LCMR Athletic Trainer at the conclusion of the game/match.

**Lower Cape May Regional School District
Coaching Certification Checklist & Handbook Acknowledgment Form**

All coaches are required to complete the following training courses. By signing this form, you certify that you have completed the required courses listed below and acknowledge that you have read and agree to follow the policies outlined in the **Coaching Handbook**.

Required Course/Document	Date Completed	Coach Initials
NFHS Concussion in Sports	_____	_____
NFHS Heat Illness Prevention	_____	_____
NFHS Sudden Cardiac Arrest	_____	_____
NFHS Sportsmanship	_____	_____
NFHS Bullying, Hazing & Inappropriate Behaviors	_____	_____
NFHS Implicit Bias	_____	_____
NJSIAA BeNice Program	_____	_____

Coaching Handbook Read & Agreed To

Coach Name (Print): _____

Sport/Position: _____

Coach Signature: _____

Date: _____

Athletic Director Signature: _____

Date: _____