

Cape May County Technical High School



2023 - 24

Athletic Handbook

for Coaches, Parents, and Student-Athletes

**Athletic Director
David Smith**



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Administration

Board of Education

Alan Gould - Board President
Christopher Kobik - Board Vice President
Lauren Reed
Casey Halverson
Kenneth Merson
Nancy Ramundo
Dr. Judith DeStefano-Anen

School Administration

Jamie Moscony - Superintendent
Lauren Flynn - Business Administrator
Kristen Schaffer - Director of Curriculum & Instruction
Anthony Volpe - Director of Technology & Network Operations
Steven Vitiello - Principal
John Longinetti - Assistant Principal
Denise Orlandini - Supervisor of Guidance
Don Nelson - Director of Security
Debbie Valletto - Admissions, Alumni, and Advancement Coordinator
Megan Thompson - Supervisor of Humanities and Data Coach
Sharon DeNafo - Supervisor of Child Study Team and Special Services
Mary Beth Ciccarone - High School Secretary
Anne Marie Young - Secretary to the Principal

Athletic Department

David Smith - Athletic Director
Sherilyn Neri - Athletic Trainer



Athletic Offerings

Cape May County Technical High School competes in interscholastic athletic competition in accordance with the [New Jersey Interscholastic Athletic Association](#), [Cape-Atlantic League](#), and New Jersey Technical Athletic Council

For coaching staff and contact information, please visit our [website](#).

Cape May County Tech Athletics			
Sport	Season	Level	Conference / Division
Girls Cross Country	Fall	Varsity	C.A.L. National
Boys Cross Country	Fall	Varsity	C.A.L. National
Girls Soccer	Fall	Varsity	C.A.L. United
Boys Soccer	Fall	Varsity	C.A.L. United
Girls Volleyball	Fall	Varsity	C.A.L. Independent
eSports	Varying	JV & Varsity	Garden State eSports
Co-ed Swimming	Winter	Varsity	C.A.L. United
Girls Basketball	Winter	JV & Varsity	C.A.L. United
Boys Basketball	Winter	JV & Varsity	C.A.L. United
Softball	Spring	Varsity	C.A.L. United
Baseball	Spring	JV & Varsity	C.A.L. United
Co-ed Golf	Spring	Varsity	C.A.L. American
Boys Volleyball	Spring	Varsity	C.A.L. American



Athletic Philosophy

“A good coach can change a game. A great coach can change a life.” - John Wooden

Cape May County Technical High School believes that interscholastic athletic competition is an important and pivotal influence on the development of students. Sports offer young people the opportunity to learn hard work, resilience, and discipline. Student-athletes grow not just from their experiences in winning and succeeding, but also from experiencing loss and the need to overcome adversity. In the words of Serena Williams, “I don’t like to lose - at anything - yet I’ve grown most not from victories, but setbacks.”

While the intention of all athletic programs is to successfully compete in athletic contests, the overarching goal of the Cape May Tech athletic program is to provide student-athletes the ability to develop a healthy self-concept as well as a healthy body. Through wholesome opportunities that will instill character, courage, and integrity, our program strives to develop leaders and citizens intent on helping the greater good.

Coaching and adult leadership should be of the highest quality, providing student-athletes with an exemplary example of behavior. Coaches and programs are continually evaluated not just on wins and losses, but on the development and facilitation of the above mentioned qualities. Modern coaches act not just as game day coordinators, but also as mentors and teachers. This responsibility is one that we take very seriously.

The athletic programs will work in adherence to the general objectives and goals of the district as whole. The school and athletic administration will work together to orient all policies in a manner that respects all stakeholders in the district, without ever placing the educational curriculum secondary in emphasis. We will work to develop well-rounded individuals in the classroom, athletic fields, and in the many other areas that Cape May Tech offers its students.



Objectives of Athletic Participation

Cape May County Technical High School will:

- **Provide a positive image** of school athletics
- **Strive** always for playing excellence that will produce winning teams
- Operate within the bounds of **good sportsmanship** while enhancing the mental and physical health of student-athletes.
- **Ensure growth** and development of all programs, athletes, and facilities
- **Provide opportunities** that will allow the program to serve as a place where students may cope with problems and handle situations similar to those encountered in the contemporary world. This may include:
 - Physical, mental, and emotional growth and development.
 - Acquisition and development of special skills in activities
 - Development of commitments such as loyalty, cooperation, and fair play
 - Directed leadership and supervisions that stress self-discipline, self-motivation, and the ideals of good sportsmanship
 - Development of the ability to win and lose graciously
 - A focus of interests on activity programs for the student body, faculty and community that will generate a feeling of unity.
 - Achievement of initial goals and facilitation of a growth mindset
 - Participation that will enable individuals to expand possibilities for future pursuits
 - The expectations of every student athlete at Cape May Tech is to conduct themselves in an appropriate manner, on and off the “field of play.”
- **Provide a superior program** of student activities that includes appropriate activities for every participant.
- **Provide an opportunity** for students to experience success in the activities he/she selects.
- **Provide sufficient activities** to respond to a wide variety of student interests and abilities.
- **Provide student activities** which offer the greatest benefits for the greatest number of students
- **Create a desire** to succeed and excel
- **Develop high ideals** of fairness in all human relationships
- **Practice self-discipline** and **emotional maturity** in learning to make decisions under pressure
- **Be socially competent** and operate within a set of rules, thus gaining a respect for the rights of others
- **Develop an understanding** of the value in a balanced educational process



Wellness Programming

Cape May County Technical High School places a high value on supporting the physical health, mental health, and social emotional wellbeing of student athletes as essential tools for maintaining our desired school climate and culture. The district seeks to foster student achievement inside and outside of the classroom, on and off the playing field, and beyond in a way that is healthy and sustainable for all involved stakeholders.

Understanding and developing the relationship between athletics and overall physical and mental health is a responsibility that Cape May Tech embraces and will continually strive to grow.

Mental Health and Social Emotional Wellbeing

It is the belief of the athletic department that the healthiest programs are those that place emphasis on mental wellness that is equal to, if not greater than, that placed on physical wellness. Student-athletes often face a litany of pressures and stressors that include academic, athletic, and social influences, and can be incredibly taxing over time. We strive to continually evaluate our practices as a district and in doing so, will evolve our relationships with the various entities involved.

Student-athletes have access to a variety of athletic coaches, many of whom were student-athletes themselves, and who have direct experience with the mental health needs of a high school aged athlete. Cape May Tech will work with coaches to attend trainings, professional development, and other opportunities in the attempt to grow their ability to connect with student-athletes. While fostering such traits as toughness and grit, coaches will also create a climate where athletes feel comfortable asking for help and where interventions are welcomed.

Cape May County Technical High School's athletic program also functions in concert with the Child Study Team, Guidance Department, and School Based Youth Services. Each of these entities exhibits expertise in its own area, while also noting that it takes many different programs to properly support the whole student. The athletic program will continue to facilitate communication and collaboration amongst all parties where appropriate and needed. More information on the above programs can be found on the district website.



Physical Wellbeing

To develop strong and healthy physical bodies, Cape May Tech has committed to growing the opportunities for in-season and off-season strength and conditioning. The district has committed resources to the weight and cardio room, while also looking to increase student use and participation over time. The athletic program encourages students to participate in multiple sports, rather than “specializing” in just one. Such a practice has proven to be a healthier option for student-athletes over time.

Head Coaches are required to develop off-season expectations for strength and conditioning, while also ensuring that students properly approach a new season in accordance with NJSIAA regulations. Practices will be designed to incorporate injury prevention and preparedness. Emphasis is also placed on diet, rest, and recovery. One of the difficult aspects of coaching young people is fostering the ability to play through discomfort, while recognizing the appropriate time to rest and avoid injury. Coaches will work with the athletic trainer to achieve this balance.

Our athletic trainer is a specialist who works with external experts on all sports injuries for our athletes, including concussions. The athletic trainer sees students daily during practice and gameplay, while providing the necessary care quickly and efficiently to manage injuries in a healthy way. The athletic trainer will communicate with our school-based nurse to help communicate medical needs, changes, and specific care instructions that may extend into the school day.

A student’s family is equally important in the care of athletes. Involving parents and caregivers when developing timelines and programs for injury recovery is a priority. We are available to discuss strategies or specific issues with families upon request. A family's willingness to complete doctor’s visits, physical evaluations, and complete the required paperwork needed for athletic participation is very much valued by Cape May Tech.

Harassment, Intimidation, & Bullying

The athletic department acknowledges that alleged instances of harassment, intimidation, and bullying are taken with the utmost importance and handled in accordance with district policy. More information regarding H.I.B. and policy, as well as how to report an incident, can be found on the district website.



Concussion Policy and Protocol

*Note: The following information serves as a summary of official district policy and regulation.
For physical policy, please refer to the online district policy portal.*

What is a concussion?

A “concussion” is a traumatic brain injury caused by a blow or motion to the head or body that disrupts the normal function of the brain and can cause significant and sustain neuropsychological impairments including, but not limited to, problem solving, planning, memory, and behavioral problems.

The school district shall:

- Adopt an athletic heady injury safety training program that shall be completed by the school physical, any/all athletic coaches, an athletic trainer, and the school nurse
- Adopt a training program that is in accordance with the guidance provided by the NJDOE
- Determine appropriate prevention strategies, which include pre-season, in-season, and postseason strategies

Signs or symptoms of a concussion or other head injury may be but are not limited to:

- Appearing dazed, stunned, or disoriented
- Forgetting plays or demonstrating short-term memory difficulties
- Exhibiting difficulties with balance or coordination
- Answering questions slowly or inaccurately
- Losing consciousness
- Headache
- Nausea/vomiting
- Balance problems or dizziness
- Double vision or changes in vision
- Sensitivity to light or sound/noise
- Feeling sluggish or foggy
- Difficulty with concentration and short-term memory
- Sleep disturbance
- Irritability

Medical attention for a student suspected of a concussion or other head injury:

- A student who participates in athletic competition or practice and who sustains or is suspected of having sustained a concussion or other head injury while engaged in an athletic competition or practice shall be immediately removed from competition/practice.
 - A staff member supervising the student during the athletic competition or practice shall immediately contact the school physician, athletic trainer, or school nurse to examine the student.
 - The school physician, athletic trainer, or school nurse shall determine if the student has sustained or may have sustained a concussion or other head injury. The school physician, athletic trainer, or school nurse shall determine if emergency medical responders shall be called to athletic competition or practice.



- In the event the school physician, athletic trainer, or school nurse determine the student did not sustain a concussion or other head injury, the student shall not be permitted to participate in any further athletic competition or practice until written medical clearance is provided in accordance with district policy
- The staff member supervising a student who has been removed from athletic competition or practice in accordance with the above or another staff member shall contact the student's parent and the Principal or designee as soon as possible after the student has been removed from the athletic competition or practice.
 - A parent shall monitor their student for symptoms of a concussion or other head injury upon receiving such notification

Medical Examination and Written Medical Clearance:

- A student who was removed from athletic competition or practice in accordance with concussion policy shall not participate in further athletic competition or practice until:
 - The student is examined by a physician or other licensed healthcare provider trained in the evaluation and management of concussions;
 - The student receives written medical clearance from a physician trained in the evaluation and management of concussions to return to competition or practice;
 - The student returns to regular school activities and is no longer experiencing symptoms of the injury while conducting those activities.
- The student's written medical clearance from a physician must indicate a medical examination has determined:
 - The student's injury was not a concussion or other head injury, the student is asymptomatic at rest, and the student may return to regular school activities and is no longer experiencing symptoms of the injury while conducting those activities
 - The student's injury was a concussion or other head injury and the student's physician will monitor the student to determine when the student is asymptomatic at rest and when the student may return to regular school activities and is no longer experiencing symptoms of the injury while conducting those activities.
- The student's written medical clearance must be reviewed and approved by the school physician.
- The student may not begin the graduated return to athletic competition and practice protocol below until the student receives a medical examination and provides the required written medical clearance.
- A written medical clearance not in compliance with the stated provisions will not be accepted.

Graduated Return to Athletic Competition and Practice Protocol

- The return of a student to athletic competition and practice shall be in accordance with the graduated, six-step "Return to Play Progression" recommendations and any subsequent changes or updates to those recommendations as developed by the Centers for Disease Control and Prevention. This will be monitored by a school health professional who will determine eligibility to move to further steps.
 - **Back to Regular Activities (Such as School)** - The student is back to their regular activities (such as school) and has the green-light from the student's physician approved by the school physician to begin the return to play process. A student's return to regular activities involves a stepwise process. It starts with



a few days of rest (two-three days) and is followed by light activity (such as short walks) and moderate activity (such as riding a stationary bike) that do not worsen symptoms.

- **Light Aerobic Activity** - Begin with light aerobic exercise only to increase the student's heart rate. This means about five to ten minutes on an exercise bike, walking, or light jogging. No weight lifting at this point.
- **Moderate Activity** - Continue with activities to increase the student's heart rate with body or head movement. This includes moderate jogging, brief running, moderate-intensity stationary biking, and/or moderate-intensity weightlifting (less time and/or less weight from their typical routine).
- **Heavy, Non-Contact Activity** - Add heavy non-contact physical activity, such as sprinting/running, high-intensity stationary biking, regular weightlifting routine, and/or non-contact sport-specific drills (in three planes of movement).
- **Practice and Full Contact** - The student may return to practice and full contact (if appropriate for the athletic competition) in controlled practice.
- **Athletic Competition** - The student may return to athletic competition or practice.
- It is important for a student's parent(s) and coach(es) to watch for concussion symptoms after each day's "Return to Play Progression" activity. A student should only move to the next step if they do not have any new symptoms at the current step.
- If a student's symptoms return or if they develop new symptoms, this is a sign that a student is pushing too hard. The student should stop these activities and the student's health care provider should be contacted. After more rest and no concussion symptoms, a student can start at the previous step if approved by the student's healthcare provider and provided written medical clearance to the school physician.

Temporary Accommodations for Students Participating in Athletic Competition with Sports-Related Head Injuries

The concussed brain is affected in many functional aspects as a result of the injury. Memory, attention span, concentration, and speed of processing significantly impact learning. Further, exposing the concussed student to the stimulating school environment may delay the resolution of symptoms needed for recovery. Accordingly, consideration of the cognitive effects in returning to the classroom is also an important part of the treatment of sports-related concussions and head injuries.

To recover, cognitive rest is just as important as physical rest. Reading, studying, computer usage, testing, texting, and watching movies if a student is sensitive to light/sound can slow a student's recovery. The Principal or designee may look to address the student's cognitive needs as described below. Students who return to school after a concussion may need to:

- Take rest breaks as needed
- Spend fewer hours at school
- Be given more time to take tests or complete assignments (all courses should be considered)
- Receive help with schoolwork
- Reduce time spent on the computer, reading, and writing and/or
- Be granted early dismissal from class to avoid crowded hallways.



Coaching Framework

Introduction

Cape May County Technical High School believes that a diverse, dynamic program of student activities, including extracurriculars and athletics, is vital to the education of a high school aged student. Young people learn a great deal from these experiences, which are led by competent, enthusiastic coaches. Coaching should be of the highest quality and represent the district in a way that will set an example for all student-athletes, colleagues, and parents. Measurement of coaching success is not simply measured in the tangible results of wins and losses, but in overall exemplary behavior that will be defined in the following expectations, consistent with the expectations and goals of the district.

Planning and Preparation

Coaching responsibilities begin well before the first day of practice. Ongoing communication and coordination with the Athletic Director, student-athletes, and other stakeholders is imperative to maintain a strong program over time. Cape May Technical High School coaches shall:

- Conduct a pre-season interest meeting to communicate expectations, physical procedures, and important dates/information
- Work with the Athletic Director to build a game schedule and early practice plans prior to pre-season
- Establish a season practice schedule in conjunction with other in-season coaches
- Maintain equipment inventory (pre and post season), distribution/collection of uniforms, storage of equipment, and reporting of equipment needs
- Submit specialized transportation requests in a timely, consistent manner
- Promote the sport within the school by encouraging participation from students that are not already engaged in another sport
- Maintain a “blueprint” for sustained program growth and recruiting future student-athletes from local middle school programs
- Maintain good public relationship with news media, booster clubs, parents, officials, volunteers, and fans
- Communicate specialized events to allow maximum time for approval and planning
- Delegate roles and responsibilities to assistant coaches
- Assist the school nurse in collecting and organizing all needed medical paperwork, while encouraging student completion
- Make sure that no student-athlete participates without completed medical paperwork



In-season Expectations

The athletic season is a period of time that asks a great deal of athletic coaches. Proper planning and preparation help sustain effort over time, but efficient strategies and habits are essential to help sustain efforts over time. The athletic department will do everything it can to support coaches at all times, but especially while in-season. While in season, Cape May Technical High School coaches shall:

- Use appropriate teaching/coaching practices through well-organized practice sessions
- Construct effective game plan utilizing acceptable scouting procedures
- Be fair and unprejudiced with players while maintaining effective communication
- Promote sportsmanship through all practices and games
- Submit required incident reports, transportation needs, and other reports
- Keep possession of medical equipment and information for team members
- Supervise all athletes until the last player leaves campus safely
- Supervise locker rooms and facilities, including ensuring student-athletes maintain a clean, respectful environment
- Submit all game reports, updates rosters, and communicates and student changes in a timely manner
- Encourage and facilitate strategies to help student-athletes manage academic needs during an athletic season

Post-season Expectations

At the conclusion of the athletic season, specific steps are necessary to manage materials, reward student efforts, evaluate programs/coaches, and maintain program growth over time. While varying slightly per sport, these steps are necessary before closing an athletic season for a given school year. Cape May County Technical High School coaches shall:

- Submit post season honors, including all-star selections, individual awards, and school-based awards in a timely manner
- Update team and individual season and career records
- Facilitate and attend an end of season awards/banquet ceremony and present awards to team members
- Develop and implement an out-of-season conditioning and/or weight training program that includes seasonal expectations and camps/clinic recommendations
- Complete end of season reports after all equipment has been accounted for
- Participate in an end of season meeting with the Athletic Director to review evaluations
- Head Coach - give input to Athletic Director for assistant coach evaluations
- Assist student-athletes in collegiate recruiting and the NCAA process



Professional Expectations

Aside from the aforementioned responsibilities, coaches are also responsible for carrying themselves in a professional manner consistent with the general expectations for the school district. Cape May County Technical High School coaches shall:

- Report to all team related events on time and maintain good attendance
- Be a positive role model for student-athletes, parents, and fans
- Display self control and ethical behavior in all aspects of the role
- Represent the school in a positive manner
- Display an enthusiasm for the sport
- Involve assistant coaches in postseason development
- Be professional in demeanor and dress
- Work effectively with administrators, colleagues, parents/guardians, students, opponents, and the community
- Make his/herself available to discuss athletic topics outside of physical season

Head and Assistant Coach Evaluations

At the conclusion of a given athletic season, the Athletic Director will complete evaluations for the Head Coach and each assistant (paid and volunteer). The evaluation meeting for the Head Coach will take place first, at which time the Athletic Director will receive input from the Head Coach regarding the effectiveness of each assistant coach. This input will be considered and recorded appropriately.

All parties will be asked to acknowledge said agreements at the conclusion of evaluation meetings. Evaluations will be used to determine continued employment of head and assistant coaches. Evaluations are subject to annual review as deemed fit by the Athletic Director and school administration, with board of education approval. Model evaluation tools will be presented to coaches prior to the beginning of an athletic season.

Evaluation meetings will be held in a reasonable timeframe with the end of the season. Coaches are not eligible to receive compensation until the evaluation meeting has taken place, or is scheduled to be held with Athletic Director's approval.



Athletic Department Expectations

Responsibility of Athletic Department

- **Rules and Policy**
 - Maintain a thorough knowledge of all athletic policies
 - Sustain a thorough knowledge of existing system, state, and league regulations; implement/interpret them consistently and for athletes, staff, and other stakeholders as needed
 - Attend local/state/conference/staff/departmental meetings as required.
 - Establish the fundamental philosophy, skills and techniques to be taught to athletes
 - Work with the health office to complete documentation to fulfill state and local requirements concerning physical examinations, parental consent, eligibility, and codes of conduct, and the distribution of said paperwork
 - Monitor locker rooms, equipment rooms, coaches' offices and practice/game facilities utilized by any sport
 - Recommend policy, method, or procedural changes
 - Adhere to programs and policies concerning injuries, medical attention, and emergencies. Require coaches to report all athletic injuries on proper forms and submits information to the athletic trainer within 24 hours
 - Permits athletes to be in authorized areas of the building only at appropriate times
 - Determine procedures for securing all doors, alarms, lights, windows, and locks before leaving the building.
- **Communication**
 - Understand the chain of command and refer all requests or grievances through proper channels
 - Assist in the necessary preparation to hold scheduled events or practices and adhere to scheduled facility times. Coordinates programs with maintenance and school employees
- **Athletic Knowledge**
 - Possess an existing knowledge of the sport and remain current regarding new trends and developments including strategy, training methods, conditioning, etc.
 - Recommend conferences, clinics and/or staff meetings to ensure staff awareness of the various needs of sport
- **Personnel**
 - Manage conflict well and deal with unexpected situations appropriately before, during, and after the season
 - Train and inform staff while encouraging professional growth and development
 - Delegate specific duties and supervise implementation
 - Evaluate staff effectiveness and provide input as appropriate via board approved evaluation tools
 - Maintain discipline, work to resolve grievances, and to build morale and cooperation
 - Work in concert with support staff and coaches on scheduling, providing transportation and requirements for tournaments and special events



- Require coaches to give constant attention to a student-athlete's grades and conduct
- Provides assistance, guidance, and safeguards for each attendee at athletic practices and contests when attendance is possible
- Determine discipline, delineate procedures concerning due process when the enforcement of discipline is necessary, and contact parents when a student is dropped from a team or becomes ineligible
- **Planning and preparation**
 - Provide proper safeguards for maintenance and protection of equipment and storage facilities
 - Manage and maintain the budgeting process by establishing priorities for the ordering of essential equipment for upcoming seasons.
 - Recommend equipment guidelines as to type, style, color or technical specifications within approved budget appropriations
 - Assists athletes in their post-graduate educational selection

Responsibility of Coaches

- **Rules and Policy**
 - With the Athletic Director 's approval, the Head Coach of each sport shall have sole responsibility for deciding on the direction that the program will follow, and the instructional techniques to be used. Assistant coaches, at all levels, will use whatever system of play and instruction the Head Coach recommends. The Head Coach has primary responsibility for informing all other coaches concerning the same
 - Each coach will attend every game and practice during their season.
 - Prior permission must be requested from the Athletic Director for any proposed absence from either practice(s) or game(s)
 - All coaches shall be responsible for the conduct and appearance of his/her team, at all times, whether they are engaging in practice or in competition or traveling to and from a contest or practice.
 - Each coach shall encourage and develop in his/her team, the highest type of sportsmanship, integrity, character, and school loyalty and pride.
 - All coaches shall cooperate with all media representatives in the reporting of information about their team's players. Coaches should be careful to issue responsible comments to the media in regard to Cape May Tech's athletic program or any other athletic program.
 - Players must be under the supervision of their coach in the school building. If the coach must leave the practice area in an emergency, and if no assistant coach is available, practice should be discontinued before the coach leaves the area. This procedure holds for practices outside the building also.
 - If a student-athlete participating in an outdoor sport needs to enter the school building at any point during an athletic practice or game, a coach must accompany the student-athlete
 - **THE COACH WILL NOT LEAVE THE ATHLETIC FIELD OR BUILDING UNTIL THE LAST MEMBER OF THE TEAM HAS LEFT**
 - This is the primary responsibility of the Head Coach but can be designated to a paid assistant coach as needed



- Head Coach must ensure he/she AND his/her Assistants are in compliance with all athletic department certifications/ requirements.
- Due to insurance restrictions, under no circumstances will alumni, or other non-school individuals be allowed to practice or participate in any way, with any team. (This directive must be followed at all times).
- **Communication**
 - Each coach should attempt to maintain poise at all times. Self-control by the coach and his/her staff elicits confidence, which breeds respect. These stable characteristics will very likely influence the team members as well as the spectators.
 - Each coach should foster poise in his/her student-athletes at all times and create an environment consistent with such
 - Head Coaches and Assistants must maintain an open line of communication with the Athletic Director
 - If communication between any coach and the Athletic Director becomes compromised, this may result in termination of the coach at the discretion of the Athletic Director
 - Head Coaches are responsible for updating the athletic department with important digital information and reporting on sport-specific webpages
- **Athletic knowledge**
 - Each coach must be fully knowledgeable as to the limitations or restrictions as defined and written for each athletic contest by the National Federation of State High School Associations and the New Jersey State Interscholastic Athletic Association.
- **Personnel**
 - The coaching staff shall have the responsibility to evaluate an athlete's ability and talent to determine which athlete will become a member of the team. To help determine this and grow ability/talent for future growth, all coaches must:
 - Teach fundamentals
 - Hold all student/athletes to high expectations on and off the court/field
 - Treat every student/athlete respectfully
 - The coach in charge of each team shall select a team manager and such additional assistant managers, as the sport may require.
 - He/she shall instruct the managers as to their duties
 - He/she will continue interpersonal relationships of managers and student-athletes of said team during the selection process
 - Assistant coaches must realize that responsibility and loyalty to the Head Coach is expected
 - If a problem exists, and the coach desires an administrative meeting/conference, he/she is to make his/her request in writing to the Athletic Director
 - The use or influence of alcohol or drugs, including tobacco, prior to or while coaching is strictly prohibited by any coach
- **Planning and preparation**
 - Each coach in charge of a team shall report immediately to the Athletic Director, any tentative agreements he/she may make with fellow coaches or athletic directors, for pre-season or in-season contests. The Athletic Director will then decide if the contest will be scheduled.
 - Coaches will submit in writing all requests to the Athletic Director. Coaches will also submit in writing all reports requested by the Athletic Director



- All coaches are required to attend meetings that are scheduled by the Head Coach or Athletic Director
- It is the responsibility of each Head Coach to determine his/her equipment and supply needs, and submit requests to the Athletic Director. Due dates will be determined by the Athletic Director.
- All Head Coaches are required to attend the CAL Pre-season meeting, and the CAL All-Star Voting meeting at the end of the season.

General Considerations

- **Staffing**
 - Recommendations of all coaches will be determined by the Athletic Director
 - The Athletic Director will make recommendations to the Principal to be submitted for BOE approval
 - Staffing recommendations from the Head Coaches will be taken into consideration for determining assistant coaches
- **Professional Development**
 - Coaches will be permitted to attend clinics upon approval of the Athletic Director, Principal, and the appropriate supervisor.
 - Funds to cover the costs of the clinics must be budgeted one year in advance by the Head Coach.
- **Scheduling**
 - Sunday or holiday Monday practices must be approved by the Athletic Director
 - Approval will not be considered unless the team is involved in a contest on the subsequent day
 - Sunday practices apply only to varsity teams and will take place during the time set by the specific coach with respect to the religious responsibility of each student
 - In the event that we have an emergency school closing; there will be no practice or games. All athletes are to stay out of the building
 - Cancellation of practice
 - Other than obvious poor weather conditions, every effort will be made to practice Monday through Saturday
 - All involved parties, including the athletic trainer and facilities staff will be notified of canceled practices by the Head Coach
 - All practices off school grounds must have the Athletic Director's approval. Coaches must accompany teams practicing at those sites. Running on the bike path or boardwalk for cross-country practices are included in this regulation
 - Under no circumstance will a coach ever terminate a game or withdraw his/her team from participation once a game has commenced
- **Student-athlete rules and policies**
 - Student-athletes are not excused from physical education classes.
 - Athletes will dress for P.E. class on the days of athletic contests, unless excused from the activity by the physical education teacher.
 - An athlete must practice a minimum of six (6) days, before participating in an interscholastic scrimmage or contest. This is an NJSIAA regulation.



- **Rosters**
 - Roster reduction shall be done at the discretion of the coach. An individual conference must be held with each student to be dropped from the roster after the completion of tryouts in order to encourage the students to try again
 - Coaches should present potential areas of improvement and growth
 - Reductions should be made only in the sports where it is absolutely necessary and after a minimum of three tryout/practice days (not sessions)
- **Language and conduct**
 - The use of profanity and/or abusive language will not improve a team's performance and is considered unacceptable behavior
 - Disputes with officials should be discussed in a professional manner
 - Coaches and athletes shall never engage in the exchange of words with spectators
 - Coaches shall be discreet when reprimanding an athlete in front of peers and spectators
 - Coaches/players are not to make direct requests of the custodial staff. Requests, in writing, must go through the Athletic Director and district submission process
- **Recruiting**
 - Coaches should make every effort to encourage or recruit more student-athletes to participate in their sports within the guidelines of NJSIAA rules
 - No effort shall be made to recruit or lure athletes from other sports within the school of the same season
 - Recruiting athletes from other schools is in violation of NJSIAA rules and is prohibited (*see Recruiting section*)
 - Coaches must not attempt to influence an athlete to select one sport over another
 - An athlete participating in one sport will not be permitted to quit that sport and play another in the same season.
 - An athlete that is reduced from a roster of one sport will be permitted to join the roster of another sport in the same season
- **Managerial**
 - Locker rooms must be supervised by the Head Coach or by his/her designee
 - Expenses incurred during the season by any coach, must be estimated and submitted to the Athletic Director for approval prior to the season. If approved, a detailed list must be submitted to the Athletic Director immediately at the end of the season for reimbursement
 - Athletic awards banquets should be held and should be communicated to the Athletic Director. Coaches attending banquets are not to partake of alcoholic beverages and will refrain from smoking/vaping
 - Coaches must maintain friendly relationships and assist each other as much as possible, including building schedules to share resources
 - College Signings are reserved for athletes who have competed for Cape May Tech only
 - Student/Athlete medical examinations should be conducted at the medical home of the student. Medical forms can be obtained in the nurse's office or on the school website. Student/athletes who do not have a family doctor or cannot afford an examination will be referred to the school doctor for said examination at no cost to the student. Medical forms must be promptly returned to the nurse. Completed medical forms will be held in the nurse's office.



Parent Communication

- **Expectations**
 - Parents shall adhere to a Head Coach's preferred method for communication
 - Parents shall encourage student-athletes to facilitate all communication with a given coach and advocate for themselves
 - Parents shall only present positive compliments immediately during and/or following athletic contests
 - Coaches are not required to discuss playing time, game outcome, or decision making with parents at anytime
 - Parents shall never approach coaches about playing time, game outcome, or decision making immediately after a contest
 - Continuing to do so may result in administrative intervention
 - Any parent who has a concern referencing their child or an athletic program will be required to adhere to the following protocol:
 - Wait 24 hours before communicating your concern
 - Collect your thoughts
 - Minimize emotion in communication
 - Express your concern objectively with evidence
 - Present solutions, not just problems
 - Submit your concern to the appropriate Head Coach in writing
 - Allow for 24 hours for a coach to respond
 - Coaches shall submit inappropriate parent communication to the Athletic Director
 - Coaches will not be required to respond to communication deemed inappropriate
 - Communication may be forwarded to the Superintendent and/or Principal
 - A parent requesting to meet in reference to a concern must adhere to the following escalating protocol:
 - All meetings will take place in a reasonable timeline, with minimal disruption to the academic environment of Cape May Tech and no loss of instructional time for a teacher-coach
 - **1st meeting** - coach(es), parent(s), and student-athlete
 - **2nd meeting** - parent(s), Athletic Director, and coach(es)
 - **3rd meeting** - parent(s), Athletic Director, and Principal
 - **4th meeting** - parent(s) and Superintendent.
 - Parents shall never show up unannounced at school, practice, and/or games to hold an impromptu meeting
 - The Athletic Director reserves the right to terminate a meeting when in violation of district civility policy
 - Contacting a board member directly about athletic concerns shall never occur
 - Social Media
 - Parents shall only present positive compliments regarding all coaches, programs, and the school district
 - Parents shall never directly or indirectly negatively discuss a student-athlete that is not their own child or post a picture of said child
 - Parents shall never negatively address an opposing player, school, or coach
 - Parents shall never recruit student-athletes from other schools in any formal or informal way, including all forms of written, verbal, and electronic communication



Social Media and Electronic Communication

*Note: The following information serves as a summary of official district policy and regulation.
For physical policy, please refer to the online district policy portal.*

Students

Cape May County Technical High School's athletic department recognizes district policy regarding acceptable use of technology, including use of social media and electronic forms of communication. District policy extends to onsite and offsite after school athletic events, including bus rides to and from said events, banquets, and other team functions. This includes Harassment, Intimidation, and Bullying, as well as all other violations of the established student code of conduct.

The opportunity for a student-athlete to represent Cape May Tech is a privilege, requiring the participant to operate under a specific code of conduct both in person at practices/games, and in the digital realm. It is understood that social media is part of the everyday life of a modern young person, and must be considered as such. Therefore:

- Student-athletes will be allowed to post, comment, like, and/or share positives, schedules, highlights, self-images, acknowledgements, etc.
- Student-athletes shall not post, comment, like, and/or share any online, digital content that can be deemed or perceived as inappropriate, derogatory, defaming, or insulting to one's self, a teammate, coach, program, opponent, opposing school district, official, or any other individual involved in the athletic season
 - A violation of such will result in disciplinary action. Repeated violations may result in removal from an athletic roster
- Social media and electronics devices in general shall never be used during athletic competition or practice unless for a specific, documented purpose

Coaches

Cape May County Technical High School athletic coaches shall adhere to district policy regarding appropriate communication with students, including but not exclusive to:

- Coaches may not list current students (including student athletes) as "friends" on networking sites
- All electronic contacts by coaches and extracurricular advisors with team members shall be sent to all team members and activity participants
- School employees shall not share their private cell phone or home phone numbers to students without prior approval from the Principal.

The opportunity for a coach to represent Cape May Tech is a privilege and one that often brings public attention. It is understood that coaches may also operate their own social media/electronic presence. Therefore:

- Coaches shall not post, comment, like, and/or share any online, digital content that can be deemed or perceived as inappropriate, derogatory, defaming, or insulting to one's self, a teammate, coach, program, opponent, opposing school district, official, or any other individual involved in the athletic season
 - A violation of such will result in disciplinary action. Repeated violations may result in termination
- Social media and electronic devices in general shall never be used during athletic competition or practice unless for a specific, documented purpose or emergency



Disciplinary Procedures

The objective of the Cape May County Technical High School's athletic program is to provide opportunities for students to develop a healthy self-concept as well as a healthy body. It must be remembered, though, that participation in athletic programs is a privilege that must be earned and maintained over time. Each student-athlete must accept the following responsibilities:

- The primary reason for attending school is to become a responsible citizen and educated individual - sports are secondary
- Student-athletes must conduct themselves within the community in a manner which will bring credit to their team, program, and school
- Adherence to all rules set forth in the Athletic Handbook and district policy
- Students must accept and agree to behavior contracts for athletic seasons
- Improper conduct could result in suspension, implementation of an Athletic Behavior Contract, or dismissal from team

Discipline and behavior plans will be implemented when needed and will be progressive in nature. The athletic department will communicate all potential discipline in a reasonable timeframe in collaboration with school administration, coaches, parents, and student-athletes. Discipline will be handled discreetly and not in front of other student-athletes, officials, or opposing teams/players. The following are basic guidelines for offenses and consequences for all athletic programs at Cape May Tech.

Attendance

- **Practice**
 - **Excused absence**
 - Student-athletes are expected to attend every practice for its entirety. An excused absence policy may be developed by each coach in the event that a student-athlete must miss a practice for a medical reason, family emergency, or other reason deemed appropriate by the coach.
 - **Unexcused absence**
 - *First violation* - coach records violation with penalty at coach's discretion (defined in player contract)
 - *Second violation* - coach records violation with escalating penalty at coach's discretion (defined in player contract)
 - *Subsequent violations* - potential removal from team
- **Game / Contest**
 - **Excused absence**
 - Varsity and sub-varsity team members are expected to attend all games and scrimmages. An excused absence policy may be developed by each coach in the event that a student-athlete must



miss a contest for a medical reason, family emergency, or other reason deemed appropriate by the coach.

- **Unexcused absence**
 - *First violation* - coach records violation with substantial penalty at coach's discretion (defined in player contract)
 - *Second violation* - coach records violation with escalating penalty at coach's discretion (defined in player contract)
 - *Subsequent violations* - potential removal from team
- **Weekends**
 - Participating in high school athletics at all levels includes practices and games that likely will take place on the weekend
 - Student-athletes and families should consider Saturday to be considered part of the athletic week when choosing to commit to a team
 - Weekend practices are weighted in the same way as weekday practices
- **Vacation / Breaks**
 - Varsity players are expected at all practices and games scheduling during times when school is not in session, including breaks and long weekends
 - Failure to attend practices or contests due to a family vacation may result in forfeiture of a varsity letter as well as any postseason recognition - a senior participation certificate will be issued
 - Missed practices and/or contests will be considered unexcused and will result in appropriate disciplinary action
 - Sub-varsity student-athletes are expected to attend all practices during breaks and long weekends, but may be excused in the event of a family commitment, with proper notification
 - Sub-varsity student-athletes are expected to attend all contests during breaks and long weekends
- **Out of School Suspension**
 - A student that is suspended from school will be ineligible for contests of practices during that time. The athletic department will adhere to all discipline issued by the Principal and Assistant Principal before allowing the student-athlete to return to competition.
 - The suspension may also impact postseason awards and the awarding of a varsity letter due to participation constraints
- **School Attendance**
 - A student must be in attendance for at least half of the school day (11:02am) in order to participate in that day's practice or contest
 - If a student-athlete is not present for at least half of the school day, he/she may not be eligible to participate in the day's practice/contest unless prior arrangements have been made with the Athletic Director or Principal
 - Examples: college visits, field trips, funerals, doctor visits
 - If an athlete is absent from school for an illness or undocumented absence, he/she may not participate in practices or contests that day



Behavior

A student-athlete may be disciplined from an interscholastic team as a result of behavior in and out of school. The athletic department will support all disciplinary actions issued by the Principal, Assistant Principal, and/or Superintendent with the understanding that the primary reason for attending school is to become a responsible citizen and educated individual. Regardless of personal perspective, all athletic coaches are expected to openly support the discipline decisions of school administration.

The following behaviors directly violate athletic conditioning rules as stated in coaches contracts:

- Drinking alcohol
- Smoking tobacco and/or nicotine products, including vaping
- Use of narcotics and/or illegal drugs

Athletic behavior

- Any student-athlete ejected from an athletic contest will be subject to NJSIAA rules and may also receive additional disciplinary action as determined by the Athletic Director, Head Coach, and Principal
- Fighting during a contest is strictly prohibited. Any student-athlete involved in a fight during an athletic contest is subject to the same disciplinary action a student in school or on a field trip
 - *1st incident* - Consequences will be determined by coach and Athletic Director in accordance with the Principal
 - *2nd incident (same season)* - removal from team - forfeiture of all awards and postseason recognition
 - *2nd incident (subsequent season)* - to be determined by Athletic Director and Principal
- If a student is dismissed from a team, every effort shall be made by the Head Coach to discuss the dismissal in person with the student-athlete's parents/guardians
- The Head Coach, in agreement with the Athletic Director, may establish additional rules within the conduct of a specific sport
 - Discipline will be progressive in nature
 - Additional rules will be established and communicated before the season via the team contract
 - A Head Coach may suspend and/or expel a student-athlete from a team via sport-specific rule violations with approval from the Athletic Director, in accordance with communicated team rules/contract
- A coach cannot make any rules that are contrary to NJSIAA or school policy



Academic Eligibility for Athletic Participation

All student athletes and coaches should familiarize themselves with the eligibility rules required by the NJSIAA and the academic requirements specific to Cape May Tech. In addition to NJSIAA rules, Cape May Tech reserves the right to establish its own additional eligibility protocol.

- **Incoming students**
 - **Freshman** - automatically eligible to begin the Fall season
 - **Transfer students - beginning of year**
 - Eligibility to be determined in regards to NJSIAA credit rules
 - **Transfer students - mid year**
 - Eligibility determined in accordance with athletic department guidelines and NJSIAA credit rules
- **Credits**
 - To be eligible for the first semester (9/1 to 1/31) a student must have passed 25% of the credits (30) required by the State of New Jersey for graduation (120) during the immediately preceding school year (does not apply to freshman)
 - *Ex: CMT students enroll in 40 credits per year. If a student fails multiple courses, resulting in less than 30 credits earned during the 10th grade year, the student will be ineligible for competition in the Fall of 11th grade.*
 - To be eligible for the second semester (2/1 to 6/30), a student must have passed the equivalent of 12.5% of the credits (15) required by the State of New Jersey for graduation (120) at the close of the preceding semester
 - *Ex: If a student has earned a failing grade in two or more courses at the end of semester 1 (MP 1 and 2 cumulative), the student will be ineligible for competition*
 - A student may regain eligibility on the provided dates if the student is passing all courses at the conclusion of the third marking period and the student is on track to earn the required graduation credits at the end of the school year
 - 9th, 10th, and 11th grade - May 1st
 - 12th grade - End of MP3 (when grades have been received)
- **Grades**
 - Any student who earns **one failure (F) grade** from marking periods one, two, or three will be considered “provisionally eligible” until the next progress report is obtained:
 - If the grade is improved above failing and the student has no other failing grades, the student will remain eligible



- If the grade continues to be a failing grade, or the student has improved the grade but is now failing in another course, the student will be ineligible for the remainder of the marking period
 - Eligibility may be restored for the subsequent marking period if the student is able to earn all grades above failing by the end of the marking period
- Any student who earns **two or more failure (F) grades** from marking periods one or two will be ineligible for participation in the subsequent marking period
 - If, at the conclusion of the subsequent marking period, the student is passing all courses, eligibility will be restored
 - If, at the conclusion of the subsequent marking period, the student is still failing one course, the student may return to play as “provisionally eligible”
 - See above
- Any student who earns **two or more failure (F) grades** from marking period three and is passing all of their courses at the time of progress reports for the fourth marking period will have eligibility restored for the remainder of the season
- Any student who earns **two or more failure (F) grades in marking period four** will be eligible for the Fall season of the following year assuming the student meets all NJSIAA credit criteria
- A withdrawal-failing from a course during a marking period shall be considered a failing (F) grade for that marking period for determining eligibility
- All coaches will check, verify, and authorize eligibility for student-athletes that appear on their roster to avoid forfeiture of games and NJSIAA consequence
- A coach is allowed and encouraged to institute their own academic policy with approval of the Athletic Director
 - A Head Coach has the authority to suspend any student-athlete not in strong academic standing at any time, with Athletic Director’s approval
- Student-athletes should know their academic standing as it applies to participation in athletics and be proactive when eligibility is in doubt
- Student-athletes shall never cite athletic or extracurricular participation to academic teachers as a means to earn higher grades
- **Participation**
 - A student ruled as ineligible due to grades (not credits) will not be allowed to participate in contests, travel with the team, dress in a uniform during contests, or sit on the bench during contests, but may be allowed to participate in daily practice with Athletic Director’s approval and a plan for academic improvement
 - When a student is ruled ineligible, he/she will be asked to turn in any school-issued athletic uniforms immediately, which will be returned if eligibility is restored - practice may not continue until uniform is returned



Transfer Eligibility

*Note: The following information serves as a summary of NJSIAA rules and regulation.
For physical rules, please refer to the NJSIAA website.*

A “**transfer**” occurs when a student who has previously enrolled in a high school leaves that school and enrolls in a new one. The date of transfer shall be the earlier of the first day of class or the first day of sports participation at the new school.

NJSIAA transfer rules are designed to discourage transfers for athletic reasons, multiple transfers, and transfers after a sports season has begun, by imposing short but predictable periods of ineligibility for those transfers while providing one penalty-free transfer under certain conditions.

- **A student’s first transfer**
 - Students are entitled to one penalty-free transfer during the first six semesters after their initial high school enrollment, provided that the transfer occurs on or before the Start of Practice Date of the sports season in which the transfer occurs.
- **Transfers occurring after the Start of Practice**
 - Students who transfer after the Start of Practice Date will be subject to a 30-day period of ineligibility (or ½ the Maximum Number of Contests in that sport, whichever is less)
- **Transfers occurring after the Competition Start Date**
 - In addition to the period of ineligibility set forth in the section above, any student who transfers after the Competition Start Date will not be eligible for NJSIAA postseason competition in that sport
- **A student’s second or subsequent transfer**
 - Students who transfer a second or subsequent time will be subject to a 30-day period of ineligibility (or ½ the Maximum Number of Contests, whichever is less) for all NJSIAA sanctioned sports in which the student participated during the 12 months preceding the transfer
- **Senior transfer**
 - Senior transfers (occurring during or after the third season of eligibility) are subject to a 22-day period of ineligibility (or 1/3 the Maximum Number of Contests, whichever is less) in each sport in which they participated during or after their third season of eligibility, during the 12 months preceding the transfer
- **General application**
 - This Transfer Rule applies to all athletes at all levels of participation (not just varsity athletes) and is applicable to all NJSIAA-sanctioned sports in which the student participated during the 12 months preceding the transfer. Transferring students may participate in a new sport without penalty
 - The period of ineligibility will begin on the Competition Start Date of each sport. For students who transfer after the Competition Start Date, the period of ineligibility will begin on the date of enrollment
 - Exceptions: Immediate eligibility, without penalty, will be granted for transfers resulting from DCP&P placement, court placement, HIB transfers, and military transfers
 - ***The “bona fide” change of address rule no longer exists***



Transportation

The athletic department and members of the coaching staff strongly expect all student-athletes to ride district transportation to and from all athletic events for safety/liability reasons and as a means to facilitate team camaraderie. Student-athlete bus behavior must be beyond reproach and inappropriate behavior will be subject to disciplinary action as needed.

A coach may allow a student-athlete to return home from an away contest with a documented parent/guardian in the event of an extenuating circumstance.

- A travel release form must be completed prior to leaving the away contest and given to the Head Coach. Forms will be handed in to the Athletic Director and filed
- The parent/guardian of the student-athlete will assume all responsibility
- Parents/guardians may not transport a child that is not their own

Extenuating circumstances may apply to specific sports that allow individual student self-transportation. Such instances are handled on a sport-by-sport basis, requiring specific documentation. At no point will student-athletes be allowed to transport other students to or from athletic events (with the exception of siblings).

Specific away contests may require an early dismissal from the academic school day. In the event of an early dismissal, student-athletes will assume all responsibility for missed classwork. The athletic department and Head Coaches will work to craft a transportation schedule and early dismissal needs prior to the beginning of the season.

A designated member of the coaching staff for each sport will be responsible for checking the bus for left items when returning to campus from an away contest. In the event that an item has been left on a bus, the Head Coach will make every effort to contact the bus service to retrieve the item. At no point shall parents attempt to directly contact the bus service. ***As Cape May Tech utilizes multiple transportation service providers throughout the area, we can not guarantee that lost items will be returned and are not liable for replacement.***



Athletic Awards

Awards for recognition of student achievement shall be provided in accordance with the requirements as established for eligibility, participation, and discipline. Eligibility requirements include regular attendance at practice, completion of the season as a member of the organization, demonstration of proper conduct and responsibility when representing the school and community, complying with all school rules and regulations, and the final approval of the coach and the school administration.

Varsity Letter

- **Awarded item**
 - *1st year* - CMT varsity letter with pin for respective sport and certificate
 - *2nd year* - service bar pin and 2nd year certificate
 - *3rd year* - service bar pin and 3rd year certificate
 - *4th year* - service bar pin and four year varsity letter winner plaque
- **Requirements by sport**
 - *Cross country* - a runner must participate in all meets unless sick or injured and must rank among the first seven (7) runners on the team
 - *Soccer* - must play in one half of the regular-season varsity contests
 - *Volleyball* - must play in one half of the regular-season varsity contests
 - *Swimming* - must swim in one half of the regular-season varsity contests
 - *Basketball* - must play in one half of the regular-season meets
 - *Baseball* - must play in one half of the regular-season varsity contests
 - *Softball* - must play in one half of the regular-season varsity contests
 - *Golf* - must play in one half of the regular-season varsity matches
 - *eSports* - must play in one half of the regular-season varsity contests
 - *Cheerleading* - recommendations of the coach per season requirements as established prior to the start of the season
- **Special Considerations**
 - Head Coaches may recommend awarding a varsity letter to a student-athlete who has not met the participation requirements due to injury or medical concern.
 - Head Coaches may recommend awarding a varsity letter to a senior student-athlete who has not met the participation requirements but has shown substantial contributions to the team
 - Managers shall be held to the same standards as student-athletes

Sub-varsity Awards

Student-athletes who participate at the sub-varsity level and fulfill eligibility/participation requirements will receive a certificate of participation appropriate to their sport.



Senior student-athletes who have not met varsity letter requirements but who have participated for the entire year, may receive a senior participation award.

Special Awards

Each season, a Head Coach may award up to three awards from the list below to varsity athletes that will be provided by the athletic department. If a Head Coach wishes to award more than three awards, he/she may do so by reimbursing the athletic department for the additional costs.

- Coaches Award
- Most Valuable Player
- Tammy Award
- Top Defensive Player
- Top Offensive Player
- Sportsmanship Award
- Most Improved Player
- Rookie of the Year

Championship Acknowledgement

In the event that a Cape May Tech athletic team or individual athlete is declared South Jersey or state champions by the NJSIAA, Cape Atlantic League tournament or overall league champions, or NJTAC tournament champions, the district agrees provide championship designated t-shirts to:

- All players and managers who qualify for a varsity letter for that given season
- All board approved paid and volunteer coaches
- Other contributing individuals as determined by the Athletic Director

T-shirts will be ordered from an approved source, consistent with other athletic orders. Arrival and distribution will be dependent on product availability and customization timelines. Monetary determinations will be at the discretion of the Athletic Director and business office.

A Head Coach may choose to decline said t-shirts if that sport's booster club and/or a donor elect to make a documented donation of the same like.

Career Milestones

Individual career milestones, including those accomplished by student-athletes and coaches, will be recognized on a case by case basis. Recognition will be determined by a variety of factors, including the nature of the achievement, longevity of the individual, historical precedent, etc



Other Athletic Policies

Accident / Incident Report

Any student-athlete injured during a practice, game, or any activity affiliated with a sport must report the accident/incident to his/her coach and the Athletic Trainer at the time of the injury. The coach and/or the Athletic Trainer will then process an Incident Report Form that can be referenced by all needed parties. The report should be made as soon as possible, and must be made within 24 hours of the incident.

Team Captains

Coaches may use various methods for selecting captains for their team. Individual(s) selected will exemplify the qualities desired in a captain and leader, before, during and after the season. A captain's responsibility goes far beyond the playing court/field. Captain status may be removed by the Head Coach or Athletic Director as a result of disciplinary action, including academic performance.

Valuables

Team members should be made aware of the responsibility for securing valuables. Every athlete should lock up his/her own personal belongings when possible. Since many teams require uniform changes away from home, coaches must establish security procedures to prevent loss of valuables. Student-athletes should not bring anything of value to away contests or leave valuables in the school locker room unattended. The Cape May County Technical School District is not responsible for any lost or stolen items.

Contest Disqualification Procedures

All disqualifications will be addressed with a "zero tolerance" posture and additional penalties will be assessed for major contest infractions. Our goal each year is to remain "Disqualification-free". When a disqualification is reported to the Athletic Director, the consequences for the infraction will be imposed immediately. Any disqualification behavior will not be tolerated.

After the Principal receives an official/referee/umpire NJSIAA disqualification report, the procedures below will be followed:

1. Contact by the Athletic Director to the parent explaining the violation and the "not being present at the site" rule during the suspension
2. Student and coach meeting with the Athletic Director
3. Cape May Tech school rules will apply with discipline administered as if the offense occurred during school hours. This will include fighting and/or flagrant verbal abuse or foul language cases at the discretion of the Athletic Director.



Emergency Action Plan

Note: The following information serves as a summary of official district policy and regulation. For physical policy, please refer to the online district policy portal.

Precautions

1. All coaches, including assistant coaches, and all staff who supervise sports and other athletic activity will be trained in first aid to include sports-related concussions and head injuries, the identification of injured and disabled student athletes, and any other first aid procedures required by statute, administrative code, or by the Superintendent.
2. Athletic coaches or supervising staff members are responsible at all times for the supervision of students to whom they have been assigned. Students shall not be left unattended at any time.
3. Students who participate in athletic competition shall be trained in proper athletic procedures, in the proper use of athletic equipment, and in the proper use of protective equipment and clothing.
4. Student-athletes shall be required to report promptly to the athletic coach or supervising staff member any injury occurring to the student himself/herself or to another student.
5. First aid supplies and equipment shall be readily available at all athletic activities and shall be maintained in proper condition.
6. First aid and emergency medical procedures will utilize universal precautions in handling blood and body fluids as indicated in district policy.
7. Health personnel, including but not limited to, the licensed athletic trainer, school/team physician, and ambulance/first aid squad may be present at athletic activities and events as determined by the Superintendent, Athletic Director, and/or Principal.

Emergency Action Plan and Procedures

1. The Board of a school district with any of the grades six through twelve shall establish and implement an emergency action plan for responding to a serious or potentially life-threatening sports-related injury in accordance with N.J.S.A. 18A:40-41.11. The plan shall document the proper procedures to be followed when a student sustains a serious injury while participating in sports or other athletic activity. The plan shall be specific to the activity site, and shall be developed in consultation with local emergency medical services personnel in accordance with N.J.S.A. 18A:40-41.11.
2. The following emergency action plan shall be established and implemented whenever a student is seriously injured when participating in sports or other athletic activity. The emergency action plan shall include the following:
 - a. A list of the employees, team coaches, and licensed athletic trainers in each school who are trained in first aid or cardio-pulmonary resuscitation;
 - b. Identification of the employees, team coaches, or licensed athletic trainers in each school who will be responsible for carrying out the emergency action plan and a description of their respective responsibilities
 - c. Identification of the activity location or venue;
 - d. Identification of the equipment and supplies that may be needed to respond to the emergency, including the location of each item; and
 - e. A description of the proper procedures to be followed after a student



sustains a serious or life threatening sports-related injury including, but not limited to, responding to the injured student, summoning emergency medical care, assisting emergency responders in getting to the injured student, and documenting the actions taken during the emergency.

3. The proper procedures to be followed after a student sustains a serious or life-threatening sports-related injury while participating in sports or other athletic activity shall include, but not be limited to, the following components:
 - a. The athletic coach or supervising staff member shall immediately notify the health personnel present at the activity and the health personnel shall assume responsibility for the emergency treatment of the student.
 - b. If no health personnel are present, or if none can be immediately summoned to the student's aid, the athletic coach or supervising staff member shall administer such first aid as may be necessary.
 - c. If the student's injury requires more than routine first aid, the athletic coach or supervising staff member shall:
 - i. Summon emergency personnel by calling 911; or
 - ii. Arrange for the student's transportation to the nearest hospital or the office of the school physician.
 - d. The athletic coach or supervising staff member shall promptly notify the Building Principal, the Superintendent, the Athletic Director, and the student's parent(s) of the student's injury and the condition and location of the student.
 - e. An injured student who has been transported away from school premises must be accompanied by the athletic coach or supervising staff member, a member of the athletic department, a health professional, or other responsible adult known to the athletic coach or supervising staff member.

Reports

1. The athletic coach or supervising staff member shall complete and file a report of every injury that occurs to a student in the course of his/her participation in sports or other athletic activity regardless of the severity of the injury. The report shall include:
 - a. The date of the incident;
 - b. The name, age, and grade level of each injured student;
 - c. The district in which the student is enrolled;
 - d. The name and district of each student involved in the incident;
 - e. A narrative account of the incident;
 - f. A detailed description of the injury;
 - g. The treatment given on school premises and the names of the health personnel, if any, who treated the student,
 - h. The place, if any, to which the student was taken and the persons who accompanied the student; and
 - i. How the notice was provided to the student's parent(s).
2. Copies of the report shall be filed with the school nurse and the Building Principal within twenty-four hours or by the end of the next school day after the incident.
3. The Building Principal shall report the incident to the Superintendent, who may report the incident to the Board.
4. A copy of each report of an incident of student injury that occurs in the course of



the sport or other athletic activity shall be maintained by the Principal or designee, who shall analyze reports for patterns that indicate a need for revision of the district's safety and/or athletics program. The Principal or designee shall report the findings of his/her analysis to the Superintendent on an annual basis.

5. The parent(s) of each injured student will be given assistance in the completion and filing of insurance claim forms.

Readmission to Athletic Activities

A student who sustains a serious or potentially life-threatening injury while participating in a sport or other athletic activity will be permitted to resume participation upon submission of written medical clearance from the student's medical home, which shall be subject to review by school district health personnel. Written notice of that determination, approved by the school health personnel as appropriate, shall be given to the student's parent(s). The prevention and treatment of suspected sports-related concussions and head injuries shall be in accordance with the concussion protocol.

Emergency Equipment

Most of the emergency equipment will be under control of the ATC. The rest of the coaching staff and team should be aware of what equipment is readily available at the event.

- Epi-pen - carried in ATC medical kit
- Naloxone - attached to AED in fixed unit in Athletic Training room
- Spine board - responsibility of EMT
- Splints - in athletic training room closet
- Automatic Electronic Defibrillators (AEDs)
 - Gym - fixed at mid court behind basketball scorers table
 - Soccer Fields - stored in shed during season and brought out with coach during practices/games, and with trainer
 - Softball/baseball fields - stored in shed during season and brought out with coach during practices/games, and with trainer
 - CMC Park East Field - with coach
 - CMC Park Cross Country - with coach

This policy should be reviewed annually with coaches and administration.



Security and Safety

In the event that an incident occurs during an athletic event, Cape May Tech staff will instruct all athletes, spectators, and coaches to the following protocol. Coaches are expected to understand the listed locations and communicate with school security officials immediately. Coaches and the athletic trainer shall carry a school-issued walkie talkie to help communicate as needed.

Outdoor Events

- **Weather**
 - See Lightning / Weather Policy
- **Shelter in Place**
 - Relocate to Cape May Tech or Police Academy depending on event
- **Lock Down**
 - CMT doors will be locked
 - Relocate police academy or designated location
- **Reverse Evacuation**
 - Refers to a threat outside of the building, such as a gas leak
 - Move inside the building until notified that it is safe to return to play

Indoor Events

- **Shelter in Place**
 - Remain in gymnasium
 - Close / lock doors
 - Use locker rooms for needed restrooms
 - No one can leave gym
- **Lock Down**
 - Close / Lock doors
 - Cover door windows
 - Shelter in locker rooms / PE and athletic closets
 - Turn of lights, silence phones, and remain quiet
 - Remain sheltered until cleared by school security officials
 - Ignore all alarms and bells (unless presence of smoke)

Offsite events

Cape May Tech utilizes different offsite locations for athletic events, such as the CMC Park, CMC Park East Baseball Field, CMC Special Services School District Pool, and various golf courses, amongst others. Coaches will work with the Athletic Director to determine safe spaces and safety/security plans for these spaces as needed.



Adult Altercations

Unfortunately, individuals spectating a sporting event may choose to behave in a way not consistent with the expectations of Cape May Tech. In the event that there is a physical or verbal altercation that requires assistance, school security officials, including the security guard, the athletic director, and any site monitors shall be notified by the Head Coach or a designated Assistance Coach immediately via walkie talkie and telephone. If necessary, contact the police via 911.

Student-Athlete Altercations

Unfortunately, student-athletes participating in a sporting event may choose to behave in a way not consistent with the expectations of good sportsmanship. In the event that there is a physical or verbal altercation that requires assistance outside of the control of the event's athlete officiating crew, school security officials, including the security guard, the athletic director, and any site monitors shall be notified by the Head Coach or a designated Assistance Coach immediately via walkie talkie and telephone. The Head Coach shall work in conjunction with the opposing Head Coach to help de-escalate the situation in a way that is appropriate for the event.



Lightning and Thunder Policy

General Statement

All efforts will be made by the Athletic Director to monitor weather on game day and determine if game play will be rescheduled. If severe weather strikes before the beginning of the event, the host school site manager shall be the decision-maker regarding the policy. If it occurs once the event has begun, the lead official shall be the decision-maker. When one athletic contest is suspended at a site due to thunder or lightning, all outdoor contests/activities on that site must be suspended.

Guidelines

- **When thunder is heard or lightning is seen (MANDATORY):**
 - Suspend play, or delay the commencement of the contest, for 30 minutes.
 - All participants and spectators shall vacate the outdoor venue to a designated safer area immediately as noted below
 - Soccer: gymnasium
 - Baseball: gymnasium
 - Softball: enter at end of 100 hallway and travel to gymnasium
 - XC: Bus, park bathroom, parent/vehicles, and/or park building
 - Away team: if present return to school bus, if no bus is present, join home team
 - Spectators: return to vehicles if present, if no vehicle is present, join home team
 - A list of the closest safer areas should be announced and displayed at all outdoor venues
 - Clear instructions should be announced over the public address system (if available) to guide participants and spectators to safer areas
 - Once play has been suspended, wait at least 30 minutes after the last thunder is heard or lightning is witnessed prior to resuming play
 - Any subsequent thunder or lightning after the beginning of the 30-minute count will reset the clock and another 30-minute count shall begin
- **When thunder is heard or lightning is seen (VOLUNTARY):**
 - If the thunder or lightning persists, and access to the field for warmups cannot resume 75 minutes after the initial suspension of play, the contest shall be postponed to a later date
 - If participants can safely return to the field of play within 75 minutes, the players shall participate in a brief workout period, and the contest shall resume
 - The Athletic Director, if present, shall be responsible for the aforementioned determination
 - When caught in a thunderstorm without the availability or time to reach a safe structure, the risk of injury may be minimized by seeking low ground and avoiding contact with anything made of metal. Avoid bleachers, metal fences, and standing pools of water



Heat and Cold Policy

*Note: The following information serves as a summary of official district policy and regulation.
For physical policy, please refer to the online district policy portal.*

The guidelines included in the NJSIAA Heat Participation Policy shall provide a default policy to those responsible or sharing duties for making decisions concerning the implementation of modifications or cancellation of practices or games based on the presence of heat and humidity.

Heat Acclimatization Period Defined

- Initial 14 consecutive days of preseason practice, beginning with the first day of practice
- Any practices or training events before the first day of practice do not count
- Rest, off, injury, or illness days do not count

Heat Acclimatization Period Timeline

- Days 1 through 5 consist of the first 5 days of formal practice.
 - Athletes may not participate in more than 1 practice per day.
 - If a practice is interrupted by inclement weather or heat restrictions, the practice should recommence once conditions are deemed safe.
 - Total practice time should not exceed 3 hours in any 1 day.
 - A 1-hour maximum walk-through is permitted during days 1–5 of the heat-acclimatization period in addition to that day's practice
 - A 3-hour recovery period should be inserted between the practice and walk-through (or vice versa).
 - Goalies should not be in full protective gear during days 1-2
- Days 6-14
 - Double-practice days must be followed by a single-practice day
 - A walk-through is permitted on single-practice days separated from the practice by three hours of continuous rest
 - When a double-practice is followed by a rest day, a double practice is permitted the following day
 - On a double-practice day neither practice should exceed 3 hours in duration with no more than 5 total hours of practice
 - Warm-up, stretching, cool-down, walk-through, conditioning, and weight-room activities are included as part of the practice time
 - The 2 practices should be separated by at least 3 continuous hours in a cool environment.

Heat participation guidelines

- Athletic trainers and coaches must follow the NJSIAA Heat Participating Policy anytime the Wet Bulb Globe Temperature (WBGT) readings are at an elevated level
- WBGT readings must be taken on the practice and game site a minimum of every hour, beginning 30 minutes before the beginning of the practices and games.
- All readings must be recorded on the NJSIAA Heat Participation Policy Record Chart
- Policy applies to both practices and games



- At least 30 minutes prior to the start of a game, the officials must be informed of the on-site WBGT reading and the recommended modifications
- If the WBGT reaches a Black Flag during the game, the game must be postponed for 30 minutes followed by another WBGT reading (similar to the lightning rule).
 - The game must not resume until the WBGT falls below a Black Flag
- Schools must follow this best practice policy when conducting outdoor practices and games in all sports.
- The policy follows modified guidelines of the American College of Sports Medicine, and is specific to New Jersey, in regard to:
 - The scheduling of practices during times of various Wet Bulb Globe Temperature (WBGT) levels
 - The ratio of workout time to time allotted for rest and hydration during times of various WBGT levels
 - The WBGT levels which will result in practices and contests being modified or terminated.
- Guidelines for hydration and rest breaks:
 - Rest time must involve unrestricted access to fluids (e.g. water or electrolyte beverages)
 - With sports requiring helmets (e.g. football, lacrosse, field hockey), the helmets must be removed during rest time
 - The site of the rest time must be in a shaded area
 - When the WBGT reading is >85.0°F, ice towels, spray bottles filled with ice water or equivalent must be available to aid in the cooling process within the shaded area.

WBGT READING	Flag	Risk for Heat Illness	ACTIVITY GUIDELINES AND REST BREAK GUIDELINES
Under 80.0°F	Green	Very Low	Normal activities – Provide at least three separate rest breaks each hour of minimum duration of 3 minutes each during workout.
80.0° F – 85.0°F	Yellow	Low	Use discretion for intense or prolonged exercise; watch at-risk players carefully; Provide at least three separate rest breaks each hour with a minimum duration of 4 minutes each.
85.1°F – 88.0°F	Orange	Moderate	Maximum practice time is 2 hours, <u>For Football, Lacrosse and Field Hockey</u> : All helmets and shoulder pads must be removed for practice and conditioning activities. If the WBGT rises to this level during practice, football players may continue to work out wearing football pants without changing into shorts. <u>For All Sports</u> : provide at least four separate rest breaks each hour with a minimum duration of 4 minutes each.
88.1°F – 90°F	Red	High	Maximum length of practice is 1 hour. <u>For Football, Lacrosse and Field Hockey</u> : No protective equipment may be worn during practice and there must be no conditioning activities. <u>For All Sports</u> : there must be no conditioning and there must be 20 minutes of restbreaks distributed throughout the hour of practice.
Over 90°F	Black	Very High	NO OUTDOOR WORKOUTS. Delay practice until a cooler WBGT level is reached.



Cold participation guidelines

For the sake of cold temperature determination, the athletic department and program Head Coach will reference local temperatures via a mutually agreed upon online weather source. Windchill temperature (WCT) will be the metric referenced.

- For games with WCT's below 31 F, officials and medical staff will discuss the need to modify game procedures and re-warming procedures as needed for safety of student-athletes

WCT (F)	Risk	Guide
< 50	Hypothermia / Chilblain Risk	- Appropriate clothing -No break in activity
39 - 33	Hypothermia / Frostnip Risk	-Appropriate clothing including pants, headgear, and gloves -Layers, wicking clothing -No break in activity
32 - 31	Mild Frostbite Risk	-Appropriate clothing including pants, headgear, and gloves (especially bench players) -Extremities covered -45 minutes exposure → 15 minutes indoors
30 - 25	Frostbite Risk	-Appropriate clothing including pants, headgear, and gloves (especially bench players) -Extremities covered -30 minutes exposure → 20 minutes indoors
25 and under	Severe Frostbite Risk	-No outside practices -All activity must be indoors

In the event that weather is “too close to call” or a variety of weather factors, both hot and cold, yield an environment that appears unsafe but may not meet the exact criteria for suspended play, the Athletic Director reserves the right to suspend all outside practices and games to avoid injury.



Steroid Testing and Banned Substances

*Note: The following information serves as a summary of NJSIAA rules and regulation.
For physical rules, please refer to the NJSIAA website.*

According to NJSIAA Anabolic Steroid Testing Protocols all student-athletes competing in state championship competitions are subject to testing.

- Student-athletes may be tested before, during, or after any phase of the state championship competition.
- If testing occurs after the competition is held and the selected student-athlete did not advance to the next round in the championship, the selected student-athlete is still required to test.
- If testing occurs after the final round of the state championship competition, the selected student-athlete is still required to test, even if they are graduating/have graduated.
- Specific protocol regarding notification, specimen collection, chain of custody, and appeals can be found through the NJSIAA website and will be provided by the athletic department as needed.

Banned Substances

Cape May Tech's athletic department and its coaching staff shall provide no guidance on the legality of substances and whether a student-athlete should engage in consumption. Cape May Tech's athletic department and its coaching staff shall direct student-athlete supplement/substance inquiries to [NJSIAA regulations](#) and shall encourage student-athletes to consult with their medical home and Drug Free Sport.

The NJSIAA bans the following drug classes:

- Stimulants
- Anabolic agents
- Beta-blockers
- Diuretics and other masking agents
- Narcotics
- Cannabinoids
- Peptide hormones, growth factors, related substances and mimetics
- Hormone and metabolic modulators
- Beta-2 agonists

Note: Any substance chemically/pharmacologically related to any of the classes listed above and with no current approval by any governmental regulatory health authority for human therapeutic use (e.g., drugs under pre-clinical or clinical development or discontinued, designer drugs, substances approved only for veterinary use) is also banned. All drugs within the banned-drug class shall be considered to be banned regardless of whether they have been specifically identified. There is no complete list of banned substances.

The NJSIAA has identified Drug Free Sport AXISTM (AXIS) as the service designated to facilitate student-athletes and schools review of label ingredients in medications and nutritional/dietary supplements.

Contact AXIS at 816-474- 7321 or axis.drugfreesport.com (password: njsports).



Recruiting

*Note: The following information serves as a summary of NJSIAA rules and regulation.
For physical rules, please refer to the NJSIAA website.*

In accordance with NJSIAA rules and regulations, no teacher, coach, administrator, or other entity affiliated with the Cape May County Technical School District will engage in recruitment of student-athletes currently defined as a “high school student”. A student becomes a “high school student” on the first day the student attends ninth grade, or the first day the student attends official fall sports practice prior to the student’s ninth grade year, whichever is earlier.

- Athletic recruitment is defined as any effort to, proselytize, pressure, urge or entice a student to enroll in or transfer to a school for athletic purposes.
- It is a violation for a member school to engage in athletic recruitment or for a student-athlete to enroll in or transfer to a school as a result of athletic recruitment. Athletic recruitment includes, but is not limited to:
 - Using mail, letters, brochures, or news media to compare high schools and to solely point out the athletic assets of the sender
 - Engaging in proselytizing interviews or communications, initiated by school personnel or associates
 - Offering athletic scholarships, free tuition or other monetary assistance, either from the school directly or indirectly through some affiliated body or individual, to induce a student to attend the school for athletic reasons

Cape May Tech shall be responsible for athletic recruitment by anyone associated with the school or acting at the direction of the school, including but not limited to administration, staff, coaches, students, parents, booster clubs, or any organization having a connection with the school.

Cape May Tech acknowledges that as a technical school district, it hosts mandatory and voluntary interest nights, open houses, special events, advisory councils, etc. Many coaches are also employed by the district as teachers and will be present at such events. Teacher-coaches will be able to acknowledge their position as a Cape May Tech coach, but will work diligently to direct all interactions with any visiting high school students to the academic or vocational area with which they are involved.



Acknowledgement

I hereby acknowledge that I:

- Have read and understand all aspects of this handbook
- Have been given the opportunity to ask clarifying questions as needed
- Agree to abide by all expectations of the athletic department

Please sign below and return to the Athletic Director prior to the beginning of the season.

Printed Name: _____

Signature: _____

Role (student-athlete / coach): _____

Date: _____