

# Wildwood Recreation Volunteer Coaching Application



Thank you for volunteering to coach the  
children of our community

We appreciate the time, effort and dedication you  
give to our athletic programs

This packet contains guidelines and forms for serving as  
a volunteer coach for the J. Byrne Community Center  
and the City of Wildwood

***Richard A. Hans***  
Superintendent of Parks and Recreation

# Volunteer Coaching

## City of Wildwood Recreation Department

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Initial \_\_\_\_\_

**Please complete and return this form along with all other required documentation to the City of Wildwood's Recreation Department (Byrne Community Center-401 W. Youngs Avenue, Wildwood)**

Training Courses can be found here <https://www.nays.org/training-list>

### **Concussion Training (FREE)**

- 1<sup>st</sup> Create a NAYS account at <https://www.nays.org/> (Fee must be paid \$20/yr)
- Once you have created an account you must complete the NAYS online training course for CONCUSSIONS – Certificate must be printed out and handed in.

### **Sudden Cardiac Arrest Training (FREE)**

- Complete the NAYS training for sudden cardiac arrest – Certificate must be printed out and handed in.

### **Bullying Prevention (FREE)**

- Complete the NAYS training for bullying prevention – Certificate must be printed out and handed in.

### **Basic Youth Sports Safety and First Aid Training (\$10)**

- Complete the NAYS training for bullying prevention – Certificate must be printed out and handed in. This training will cost you \$10, but we will reimburse you once the course is complete and your certificate is handed in. You ABSOLUTELY cannot be on the field WITHOUT this. NO EXECPTIONS

### **Coaching Youth Sports (\$10)**

- Complete the NAYS training for coaching youth sports – Certificate must be printed out and handed in. This training will cost you \$10, but we will reimburse you once the course is complete and your certificate is handed in. You ABSOLUTELY cannot be on the field WITHOUT this. NO EXECPTIONS

Training Courses can be found here <https://www.nays.org/training-list>

**Coaching Youth Football, Baseball or Soccer (Each sport you want to coach) (\$5)**

- Complete the NAYS training for bullying prevention – Certificate must be printed out and handed in. This training will cost you \$5

**Hold Harmless Agreement**

- Signed hold harmless/indemnity

**Volunteer Handbook and CAJFL Code of Conduct**

- Signed volunteer handbook agreement form and CAJFL Code of Conduct

**City of Wildwood Criminal Background Check (will take up to 2 weeks for results)**

- Completed and signed the criminal background check form. Can not go on field without this complete and approved

**Copy of Driver's License or State Identification Card**

- Copy of Identification turned in

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**FOR OFFICE USE ONLY**

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Date Received: \_\_\_/\_\_\_/\_\_\_ Sport: \_\_\_\_\_

Completed Packet: YES \_\_\_ NO \_\_\_

JDP Background check form handed in to front desk: \_\_\_/\_\_\_/\_\_\_  
Date

Along with this form provide a copy of the volunteer's Hold Harmless, Volunteer Agreement and all printed certificates: \_\_\_/\_\_\_/\_\_\_  
Date

Approved: \_\_\_\_\_ Denied: \_\_\_\_\_

Superintendent: \_\_\_\_\_

Signature

**City of Wildwood**  
**Coaching Hold Harmless/Indemnity**

I, \_\_\_\_\_, indemnify, hold harmless and defend the City of Wildwood, the J. Byrne Community Center and its agents and employees from all suits and sanctions, including reasonable attorney's fees and all costs of litigation and judgement of every name and description against the City of Wildwood and the J. Byrne Community Center as a result of loss, damage or injury to person or property by reason of my actions or omission by myself for the purpose of **servng as a volunteer coach**.

The undersigned, its officers and employees, shall through the signing of this Agreement, indemnify, hold harmless and defend the City of Wildwood and the J. Byrne Community Center from all suits and actions, including reasonable attorneys' fees and all costs of litigation and judgement of every name and description against the named individual as a result of loss, damage or injury to person or property by reason of any actions or omission by the City of Wildwood, the J. Byrne Community Center and its agents and/or employees.

\_\_\_\_\_  
Signature

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date

# City of Wildwood Volunteer Information Form/JDP Background Check

## Department of Parks and Recreation

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Initial \_\_\_\_\_

Home Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Cell Phone Number: \_\_\_\_\_ Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

Email Address: \_\_\_\_\_

Social Security Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Employment State: \_\_\_\_\_ Employment County: \_\_\_\_\_ Employment City: \_\_\_\_\_

1. Do you have any children in the program? \_\_\_\_\_
2. Do you have a valid Driver's License? \_\_\_\_\_ State: \_\_\_\_\_
3. Have you ever been charged with, convicted of, plead no contest, or guilty to any crime(s) involving or against a minor, or of a sexual nature? \_\_\_\_\_
4. Have you ever been convicted of or plead no contest or guilty to any crime(s)? \_\_\_\_\_  
(Answering yes to Question 4, does not automatically disqualify you as a volunteer)
5. Do you have any criminal charges pending against you regarding any crime(s)? \_\_\_\_\_  
(Answering yes to Question 4, does not automatically disqualify you as a volunteer)
6. Have you ever been refused participation in any other youth programs and/or listed on any youth organization ineligible list? If yes, explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

In which of the following would you like to participate? (Please check one or more)

\_\_\_\_\_ League Official      \_\_\_\_\_ Umpire/Official      \_\_\_\_\_ Manager/Coach      \_\_\_\_\_ Asst. Coach  
\_\_\_\_\_ Field Maintenance      \_\_\_\_\_ Scorekeeper      \_\_\_\_\_ Other

Please list three references, at least one of which has knowledge of your participation as a volunteer in a youth program:

**Name/Phone Number**

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Applicant Signature

Date

Applicant Name (Please print or type)

Note: *The City of Wildwood and the J. Byrne Community Center will not discriminate against any person on the basis of race, creed, color, national origin, marital status, gender, sexual orientation or disability.*

**Office Use Only:**

Background check completed by: \_\_\_\_\_ on: \_\_\_\_/\_\_\_\_/\_\_\_\_

System(s) used for background check (minimum of one must be checked):

\_\_\_\_\_ JDP (Includes review of the U.S. Center of Safe Sport's Centralized Disciplinary Database and Little League International Ineligible/Suspended List)\*

----- OR -----

\_\_\_\_\_ National Criminal Database Check

\_\_\_\_\_ US Center of Safe Sport's Centralized Disciplinary Database and Little League International Ineligible/Suspended List

\_\_\_\_\_ National Sex Offender Registry

# **Wildwood Warrior Youth Football League**

## **Coaches' Handbook**

### **I. Introduction.**

All coaches selected and authorized by the Junior Warrior Football Organization are subject to the rules, requirements, and guidelines of the CAJFL and the rules set forth by the City of Wildwood's Superintendent of Parks and Recreation. This handbook provides instruction and guidance to coaches regarding procedures, expectations, and accountability in the conduct of the Junior Warrior Football program from the Taxi Division through the Varsity Division, inclusive.

### **II. Responsibilities.**

1. The Superintendent of the Recreation is the President of the Junior Warrior Football Program. The President defines and executes the Junior Warrior Football Program. The Recreation Department ensures that all activities required to execute the program are addressed and performed. The JWF President will represent the JWF Program at all CAJFL meetings or have a Recreation Employee attend in his place. The JWF President has the final decision regarding all program activities and/or issues.
2. The JWF Vice President is responsible for the execution of the program by the coaches of each team, and is the liaison between the JWF President and all the JWF Head Coaches. The JWF Vice President addresses all coaching issues through the pertinent Head Coaches. Issues that cannot be resolved by the JWF Vice President shall be referred to the President for resolution.
3. Head Coaches must submit a Wildwood Recreation Volunteer Coaching Application for the upcoming season. Head coaches are responsible to the Coaching Director for execution of the JWF program and for enforcing JWF and CAJFL rules. Head coaches are responsible for the activities of their assigned teams. Head Coaches shall ensure that all players' parents are informed of team activities and other player matters. All Head Coaches are expected to represent the JWF Program and the CAJFL in a positive manner. All Head Coaches shall have completed all certifications prior to the first team practice.
4. Assistant Coaches must submit a Wildwood Recreation Volunteer Coaching Application for the upcoming season. Assistant Coaches aid the Head Coach in executing the JWF program for their assigned teams. Assistant Coaches are official representatives of JWF and are subject to the same requirements and guidelines as Head Coaches. All Assistant Coaches are expected to represent the JWF and the CAJFL in a positive manner. All Assistant Coaches shall have completed all certifications prior to the first team practice.

5. Head Coaches will be required to attend all JWF meetings that the President or Vice President schedule for our program. If the head coach cannot attend the meeting, an assistance coach must attend. If the Head Coach cannot make these mandatory meetings scheduled, it could cause for immediate removal as a head coach in the organization.

### **III. Activities.**

1. Code of Conduct. The JWF and the CAJFL fosters an environment of sportsmanship, competition, instruction, respect, and fun. The JWF is subject to and is a proponent of the City of Wildwood's J. Byrne Community Center. All JWF coaches shall demonstrate appropriate behavior and respect at all times. Actions and behavior that are contrary to JWF and the CAJFL rules and regulations will not be tolerated and will be subject to disciplinary action in accordance with CAJFL By-Laws.
2. Plays and Team Philosophy. The JWF Program should be working to establish the basic fundamentals and a set of plays and terminology that will facilitate the transition of JWF players to our local high school football team. Head Coaches can meet with the High School Football Coach at any time before, during or after the season. Coaches are responsible for implementing fundamentals and some high school program terminology at their respective levels. Variances from the high school program and terminology will be allowed only with the direct approval of the JWF President or Vice-President.
3. "Official" Practices and any practice-related activities involving any coaches and players shall not occur before August 1 each year. All Head Coaches must report to the JWF President or Vice-President prior the first practice with a Practice Schedule outlining a typical daily team practice. All practices will take place at the JWF approved practice sites unless an alternate site is approved by the JWF President or Vice-President. Practices will typically involve the entire roster of a team; "specialized" practices (e.g., backs and receivers practice) may be held providing all team members are informed and invited to participate. All levels are subject to the JWF guidelines for the amount of practice sessions and practice times.

The Head Coach, or his/her designee, of the last team at the practice site on a particular day is responsible for the proper stowage and storage of all practice equipment and for securing the practice facility. Head Coaches shall ensure that attendance is taken at practices and recorded for reference later.

**The current JWF practice guidelines are listed below.**



JWF Program Practice Guidelines: Starting August 1st the first 2 practice sessions are either helmet or non-helmet only. The next 3 sessions maybe helmets and shoulder pads only. After the above is completed coaches can hold up to 4 sessions per week (JWF recommends no more then 3) including scrimmages for sub-varsity levels. A maximum of 3 equipment sessions including scrimmages per week. A session is a maximum of 2 hours and only ONE session per day (this is Pee Wee Football, not the NFL). After the first season game, a team may continue to practice four (4) times per week, but one of those practices must be a "Non-Contact Session" no equipment, but helmet only if you practice (4) times per week.

4. Uniforms and Equipment. The JWF Vice-President will also be the Equipment Manager and will assign uniform and equipment disbursement and collection times for each team. Head Coaches are responsible for the coordination of uniform and equipment disbursement and collection for their teams. Assistant Coaches are encouraged to help in this process (it's not easy, but this is a major part of being a coach in our organization). In particular, Head Coaches are responsible for ensuring the return of uniforms and equipment by their players. The JWF Vice-President/Equipment Manager is NOT responsible for collecting uniforms and equipment from delinquent players. Coaches who do not help with this process, simply won't be asked to help coach. This has to be a total team effort.

5. Games.

- i. Head Coaches are responsible for what happens in their bench areas before, during, and after their respective games. Head Coaches are responsible for knowing and ensuring that their teams know the times and locations of their games. Head Coaches shall have their teams attend all scheduled games. Head Coaches shall ensure that all sideline coaches are wearing proper passes issued by the JWF Organization and CAJFL for that specific team. Sideline passes are not transferable.
- ii. Playing Opportunity. All players should play in all games, but is not mandatory. This is a recreational program and all of our children "pay to play". The Head Coach is responsible for implementing substitution strategies to try his best to get all players some sort playing opportunity. Missing practices and/or games should affect ones playing time.
- iii. Home Games. The Head Coach of the first team to play a home game on a given day shall ensure access to the equipment shed, shall place the yard markers in their proper places on the field and help make sure the track mats are placed properly on the track if needed. After the last home game on a given day (or if the coach of the next team to play has not yet arrived), the Head

Coach of the last team to play shall ensure that the yard markers, chains, and down markers are stowed in their proper places in the equipment shed, and that the shed is locked.

- iv. Issue Resolution. Any issues involving coaches, game officials, parents/fans, and/or players shall be reported to the President and/or Vice-President at the earliest opportunity. Coaches shall not make any decisions nor perform any actions that may be detrimental to the JWF Program, the CAJFL, or any individuals or groups without concurrence of the President or Vice-President. All grievances involving coaches and/or the JWF program shall be pursued according to the CAJFL Grievance Procedure if one is available.
  - v. Courtesy to other JWF teams. The Head Coach shall ensure that the players' bench area is cleared of all equipment and property immediately after shaking hands with the other team at the end of the game (i.e., prior to any post-game gathering) if another game is to follow.
  - vi. Reporting Scores. The JWF President or Vice-President shall be responsible for reporting the scores of the Varsity, Junior Varsity, and Pee Wee games to the CAJFL.
6. Parent Meetings. Head Coaches shall hold a meeting with the parents of their teams' players at the beginning of the year and at the end of the year if so desired. If a head coach schedules a parent meeting during the season for any reason, attendance by at least one parent/guardian of every player will be mandatory. The head coach should invite the President and/or Vice-President to any and all in-season parents' meeting. At the meeting(s), the head coach should discuss expectations of the parents and players, plus the portions of this handbook that relate to parents and players on his/her team. The head coach may also discuss his/her own topics providing they are in compliance with this handbook and the JWF Program and the CAJFL By-Laws.
7. Discipline. Coaches shall always place the highest priority on the physical and emotional well-being of the players, However, JWF Organization recognizes the need for head coaches to occasionally use discipline (with cause) to manage the behavior of individuals on their teams. Discipline will typically take the form of reduced playing time or a game suspension. In no case is corporal punishment, physical contact, hazing, insulting, or otherwise denigrating a player to be used as disciplinary measures. Typical causes of discipline are unexcused absences, Character Counts infractions, game misconduct/penalties, etc. In all cases of player discipline, the Head Coach shall inform the JWF President or Vice-President of the infraction and the intended disciplinary action as soon as possible following the infraction. Head Coach may be asked to submit in writing details of the infraction. Head Coaches shall obtain concurrence from the President or Vice-President for their disciplinary actions.

8. Ejections. If a player, coach, or spectator is ejected from a game by an CAJFL official, he or she is suspended for the entire next game as well as the balance of the game from which the player or coach was ejected. Coaches who are assessed bench fouls and/or ejected from a game shall be responsible for any fines or punishments imposed by the CAJFL. There will be NO APPEALS from our Organization.



Before the 1<sup>st</sup> game of the season is played, this page MUST be signed and returned to the Wildwood Recreation Department before receiving your coaching badge that will allow you to be on the sideline to coach. No coach will be permitted to be on the sideline without a coaching badge as per JWF and CAJFL By-Laws. This signed page assures our staff that you have completely read and understand this handbook and contents.

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Signature

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/ / /  
Date

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Print or Type Name

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Team/Position

# **Cape Atlantic Junior Football League**

## **Code-of-Conduct**

***The ability to be a spectator at a Cape Atlantic Junior Football League youth football game is a PRIVILEGE not a RIGHT. Please remember that all coaches and board members of the CAJFL are volunteers. All spectators are required to abide by the following CODE OF CONDUCT***

1. Will show proper respect to everyone in attendance.
2. Use of or being under the influence of any type of drugs or alcohol is strictly prohibited at all CAJFL facilities.
3. Concealed weapons are strictly prohibited at all CAJFL facilities
4. Chants or cheers that are derogatory or offensive in nature are strictly prohibited.
5. Profanity or obscene language is strictly prohibited.
6. At **NO** time shall any spectator throw any objects onto the playing field.
7. Verbal abuse of game officials, coaches, players, other spectators, or CAJFL board members is strictly prohibited.
8. Inappropriate conduct can be a reason for removal from all **CAJFL facilities**. As deemed necessary by the assigned **SITE MANAGER or LEAGUE OFFICIAL**. In Accordance with *(New Jersey's Code of Conduct Law NJ C.5:17-4)*
9. Spectators are prohibited from accessing the game field at any time
10. Spectators are expected to exhibit good sportsmanship at all times.

**PARENTS ARE HERE TO CHEER ON ALL CHILDREN AND ENJOY THE EXPERIENCE!**

Let the Players Play, Let the Coaches Coach, Let the Officials Officiate

By signing below, the Parent/Guardian agrees to abide by and be subject to this code of conduct.  
Anyone who doesn't sign this Code of Conduct will NOT be permitted to attend home games

Parent/Guardian Name (Printed): \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date Signed and Returned: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Revised 11/11/2023