

INWOOD ACADEMY FOR LEADERSHIP



INWOOD ATHLETICS COACHES HANDBOOK



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DEVELOP - COMPETE - ASSIST



MISSION

INWOOD ACADEMY ATHLETICS MISSION IS TO UTILIZE ATHLETICS AS MEANS TO DEVELOP THE OVERALL STUDENT BY TEACHING LIFE SKILLS THROUGH COMPETITIVE EXPERIENCES AND BECOMING SUPPLEMENTARY TO INWOOD OVERALL MISSION OF DEVELOPING LEADERS.

VISION

THE INWOOD ACADEMY ATHLETICS VISION IS TO USE ATHLETICS AS A MEANS TO ALLOW STUDENTS TO LIVE HONESTLY, CARE FOR OTHERS, BE RESPONSIBLE, SHOW RESTRAINT, AND EXHIBIT INTEGRITY. WE WANT OUR ATHLETES TO ESTABLISH A FOUNDATION WITH STRONG MORALS USING SPORT. TO CULTIVATE AN ENVIRONMENT WHERE FORMER ATHLETES CAN BECOME FUTURE COACHES WHO CONTINUE TO INSTILL THE CHARACTERISTICS THEY LEARNED AS STUDENTS. WITH A FOUNDATION BUILT ON THIS THEY WILL IMPACT AND SERVE MANY LIVES.

PHILOSOPHY

PARTICIPATION IN ATHLETICS PROMOTES POSITIVE SELF-IMAGE, PHYSICAL DEVELOPMENT, MENTAL STRENGTH, SOCIAL SKILLS, TEAM COOPERATION, AND SHARING OF PERSONAL EXPERIENCES. IT ALLOWS STUDENTS THE PLATFORM TO WORK WITH OTHERS TO FACE ADVERSITY, PLACE OTHERS BEFORE THEMSELVES, AND BECOME WELL ROUNDED INDIVIDUALS. ATHLETICS IS A MEANS BUT NOT AN END. VICTORY IS JUST ONE ASPECT OF COMPETING AT A HIGH LEVEL BUT OUR PROGRAM DESIRES TO PREPARE STUDENTS TO COMPETE AT A HIGH LEVEL IN LIFE.

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GAMEPLAN

THE METHOD OF WHICH WE CARRY OUT OUR MISSION IN ATHLETICS IS LISTED BELOW

- **DEVELOP** - SKILL AND CHARACTER HAS TO SIMULTANEOUSLY BE DEVELOPED TO IMPACT THE OVERALL STUDENT
- **COMPETE** - IN THE PROCESS OF DEVELOPMENT WE WANT STUDENT TO COMPETE AT A HIGH LEVEL ON THE AREA OF COMPETITION NEVER SACRIFICING CHARACTER. OUR INTENTION IS FOR THIS TO TRANSLATE T THE CLASSROOM, WORKFORCE, AND ANY OTHER AREA THAT REQUIRES COMPETITIVE PRACTICES
- **ASSIST** - ULTIMATELY, WILL ATHLETICS PROVIDED ANOTHER ASPECT OF HOW EVERYTHING LEARNED CAN BENEFIT OTHERS. KNOWLEDGE SHOULD BE SHARED, SACRIFICE FOR OTHERS IS ESSENTIAL, HOW CAN OUR ATHLETES USE WHAT THEY HAVE DEVELOPED TO ASSIST OTHERS

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REQUIREMENTS

THE FOLLOWING ARE LISTED REQUIREMENTS THAT COACHES HAVE TO FULFILL TO BE AWARDED COACHING ASSIGNMENTS AND RETAIN COACHING RESPONSIBILITIES

- READING ENTIRE HANDBOOK AND SIGNING AGREEMENT
- CPR/AED CERTIFICATION
 - ENTER LAST 5 OF SOCIAL SECURITY IN PAYROLL NUMBER SECTION
- FIRST AID TREATMENT CERTIFICATION
- CONCUSSION TREATMENT CERTIFICATION
- BACKGROUND CHECK VIA FINGERPRINT CLEARANCE
- COACHING CERTIFICATION OBTAINED BEFORE THE 3RD YEAR OF COACHING FOR INWOOD ACADEMY (3 COURSES)
 - 1) Philosophy, principles, and organization of athletics in education
 - 2) Health sciences applied to coaching
 - 3) Theory and techniques of coaching the sport
- COACHES ARE REQUIRED TO UPHOLD THE STANDARD OF EXCELLENCE AND REPRESENTATION OF INWOOD ACADEMY BY MAINTAINING OUR CORE VALUES IN ALL MOMENTS OF COACHING ASSIGNMENT
- INVITATION OF 3RD PARTY ATTENDEES TO PRACTICE MUST BE APPROVED
 - FRIENDS, STUDENT SIBLINGS, COACHING ASSISTANCE
- COACHES MUST PLAN PRACTICES AHEAD OF TIME WITH ATTENTION TO DETAIL
- COACHES MUST SEEK METHODS TO IMPROVE COACHING KNOWLEDGE AND SKILL, STUDENTS OF THE GAME
- EXPERIENCE IS PREFERRED BUT NOT REQUIRED DEPENDING ON THE LEVEL OF TEAM

PLEASE BE AWARE THAT ALL LINKS TO CERTIFICATIONS AND REQUIREMENTS ARE AVAILABLE TO ACCESS VIA THE COACHES CORNER OF OUR ATHLETIC WEBSITE.

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RESPONSIBILITIES

THE FOLLOWING ARE LISTED EXPECTATIONS ASSOCIATED WITH INWOOD ACADEMY COACHING CULTURE. WE ALL BRING DIFFERING EXPERIENCES TO COACHING FROM VARIOUS PARTS OF LIFE HOWEVER, COACHING AT INWOOD HAS ITS UNIQUE SET OF RESPONSIBILITIES ALIGNED WITH OUR CULTURE.

- GOAL SETTING
- ROSTER MANAGEMENT AND STANDARD OF CHARACTER
- ATTENDANCE MUST BE TAKEN TO TRACK PARTICIPATION AND FOR SAFETY ON FINALFORMS
- COACHES MUST FAMILIARIZE THEMSELVES WITH OUR FINALFORMS PLATFORM
- FINALFORMS PROVIDES ACCURATE INFORMATION RELATED TO ATHLETES AND PARENTS/GUARDIANS
 - ELIGIBILITY WITH REQUIRED PAPERWORK
 - ACADEMIC ELIGIBILITY
 - INJURY UPDATE
 - ELIGIBILITY REGARDING BEHAVIOR EXPECTATION
- CONTINUED STUDENT OF THE GAME AND SKILL DEVELOPMENT
- CALCULATED AND INTENTIONALLY PLANNED PRACTICES
- MAINTAINING EQUIPMENT
 - UNIFORMS MUST BE RETURNED AFTER EVERY GAME
- UNDERSTANDING OF SCHOOL SPECIFIC ACADEMIC REQUIREMENTS
- COMMUNICATION WITH ALL PARTIES VIA SPORTSYOU APP
 - SENDING WEEKLY SCHEDULE OF PRACTICES AND GAMES
 - DEPARTURE TIMES AND RETURN TIMES FOR AWAY GAMES
- PROPER HOME AND AWAY EVENT ATTIRE
- FAMILIARIZATION WITH INWOOD ATHLETICS WEBSITE
 - ENSURE
 - ACCURATE ROSTERS, SCHEDULE, UPCOMING EVENTS ON CALENDAR
 - UTILIZE COACHES CORNER
- COMMUNICATE WITH ATHLETIC DEPARTMENT ON SCHEDULE CHANGES AND APPROVAL FOR CHANGES, ESPECIALLY FOR SITES
- ALL INJURIES MUST BE REPORTED USING INJURY REPORT FORM
- COMPLETE END OF SEASON TASK
- REPORTING ALL SCORES AND PROPER SCORE KEEPING
- ANY REMOVAL OR STUDENT QUITTING FROM TEAM MUST BE OFFICIALLY COMMUNICATED WITH PARENTS AND ATHLETIC DEPARTMENT

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RESPONSIBILITIES CONT.D

- COACHES MUST UPHOLD THE STANDARD OF ATHLETES NOT PARTICIPATING OR PARTICIPATING IN COMPETITION
- COACHES CANNOT MAKE DECISIONS ON ELIGIBILITY STANDARD WITHOUT PROPER APPROVAL THROUGH ATHLETIC DEPARTMENT
 - EXCEPTION: WHEN ASSOCIATED WITH INTERNAL TEAM EXPECTATIONS RELATED TO BEHAVIOR
 - ACADEMIC, ATTENDANCE, PAPERWORK, AND ANY OFFICIAL STATUS MUST BE CLEARED WITH ATHLETIC DEPARTMENT
- COACHES MUST CHECK ATTENDANCE AND LATENESS ON GAME DAYS
 - STUDENTS WHO ARE LATE OR ABSENT ON GAME OR EVENT DAY ARE AUTOMATICALLY INELIGIBLE TO PARTICIPATE
 - EXCEPTION: DOCTORS NOTE OR EMERGENCY SITUATION THAT IS CLEARED AS VIABLE BY ATHLETIC DEPARTMENT
- PAPERWORK PROVIDED TO COACHES BUT NOT ENTERED INTO FINALFORMS IS NOT ASSOCIATED WITH CLEARED STATUS
- PARENT NOTE PROVIDING CONSENT FOR PARTICIPATION IS NOT CONSIDERED APPROPRIATE CLEARANCE
 - SYSTEMS ARE DESIGNED TO AVOID THESE SITUATIONS

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ELIGIBILITY

COACHES ARE REQUIRED TO BECOME FAMILIAR WITH ELIGIBILITY STANDARDS SPECIFIC TO THE LEAGUE THEY PARTICIPATE IN BUT MOST IMPORTANTLY INWOOD ACADEMY STUDENT-ATHLETE ELIGIBILITY.

WHILE DIFFERENT LEAGUE HAVE DIFFERENT STANDARDS, INWOOD ACADEMY ATHLETICS, IN MOST SITUATIONS, WILL HOLD STUDENTS TO A HIGHER STANDARD OF ACADEMIC, BEHAVIOR, AND ATTENDANCE EXPECTATIONS.

MAKE SURE TO ALWAYS HOLD STUDENT-ATHLETES TO THAT STANDARD. FAILURE TO COMPLY WITH STUDENT-ATHLETE ELIGIBILITY WILL RESULT IN INCONSISTENCIES OF EXPECTATION BETWEEN TEAMS, CONSEQUENCES IMPOSED BY LEAGUES, AND POSSIBLE DISMISSAL OF COACHING DUTIES.

IF SOME EXPECTATIONS ARE NOT CLEAR OR REQUIRE CLARITY, PLEASE EXERCISE CAUTION AND DO NOT ALLOW STUDENTS TO PARTICIPATE AND RISK THE INTEGRITY OF THE SCHOOL AND YOURSELF AS A COACH.

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MIDDLE SCHOOL ELIGIBILITY

BELOW ARE THE BASIC ELIGIBILITY STANDARDS FOR STUDENT-ATHLETES AT THE MIDDLE SCHOOL LEVEL.

TO SEE THE FULL POLICY PLEASE CLICK THE LINK BELOW:

- [MIDDLE SCHOOL ELIGIBILITY POLICY](#)

MIDDLE SCHOOL ELIGIBILITY STANDARDS - BASICS

- STUDENTS MUST MAINTAIN **90%** ATTENDANCE EACH SEMESTER
- STUDENT-ATHLETES AT THE MIDDLE SCHOOL LEVEL MUST PASS ALL CLASSES AT EVERY RELEASE OF OFFICIAL ACADEMIC REPORT - MARKING PERIOD
- FAILURE TO PASS EVERY CLASS WILL RESULT IN ACTIVE INELIGIBLE STATUS
- STUDENTS ABSENT OR LATE TO SCHOOL ON THE DAY OF COMPETITION OR A GAME ARE NOT ELIGIBLE TO COMPETE IN THAT GAME
- ONLY EXCEPTION IS DOCTORS NOTE THAT IS SUBMITTED OR EMERGENCY THAT IS DETERMINED BY ATHLETIC DEPARMENT AS A VIABLE EXCUSE

DEVELOP - COMPETE - ASSIST



HIGH SCHOOL ELIGIBILITY

BELOW ARE THE BASIC ELIGIBILITY STANDARDS FOR STUDENT-ATHLETES AT THE HIGH SCHOOL LEVEL.

TO SEE THE FULL POLICY PLEASE CLICK THE LINK BELOW:

- [HIGH SCHOOL ELIGIBILITY POLICY](#)

HIGH SCHOOL ELIGIBILITY STANDARDS - BASICS

- STUDENTS MUST MAINTAIN **90%** ATTENDANCE EACH SEMESTER
- THE COURSE REQUIREMENT IS EXPLAINED WITH THE **5+1** RULE
 - 5 COURSES MUST BE PASSED EACH SEMESTER PLUS 1 WHICH IS PHYSICAL EDUCATION
 - OUT OF THE 5 COURSES, 3 MUST BE CORE SUBJECT MATTER
 - CORES SUBJECT CONSIST OF THE FOLLOWING
 - ENGLISH - MATHEMATICS - SOCIAL STUDIES - SCIENCE - FOREIGN/WORLD LANGUAGE - AND/OR ANY MAJOR COURSE REQUIRING ATLEAST 2 YEAR SEQUENCE
- STUDENT MUST OBTAIN **10** CREDITS WITHIN 2 SEMESTERS TO REMAIN ELIGIBLE
 - P.E. IS CONSIDERED **.5** CREDITS AND NOT CALCULATED FOR THE 10 CREDIT MINIMUM
- STUDENTS ABSENT OR LATE TO SCHOOL ON THE DAY OF COMPETITION OR A GAME ARE NOT ELIGIBLE TO COMPETE IN THAT GAME
 - ONLY EXCEPTION IS DOCTORS NOTE THAT IS SUBMITTED OR EMERGENCY THAT IS DETERMINED BY ATHLETIC DEPARTMENT AS A VIABLE EXCUSE

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RESPONSIBILITIES BUILDING USAGE

THE FOLLOWING ARE LISTED EXPECTATIONS ASSOCIATED WITH USAGE OF THE FACILITIES AT INWOOD ACADEMY. SAFETY IS PRIORITY PLEASE ADHERE TO THE FOLLOWING PRECAUTIONARY MEASURES

- UPON ARRIVAL TO FACILITY THE COACH OR ATHLETIC PERSONNEL MUST BE THE ONLY INDIVIDUAL TO OPEN THE MAIN DOORS
- UPON DEPARTURE FROM THE BUILDING THE COACH MUST ENSURE NO STUDENT-ATHLETES REMAIN IN THE FACILITY
- ANY FORM OF KEY OR KEYCARD FOR ENTRY WITHIN DIFFERENT BUILDINGS MUST NOT AND CANNOT BE GIVEN TO A STUDENT-ATHLETE FOR USE
- COACHES MUST CHECK ALL AREAS UTILIZED BEFORE AND AFTER SESSIONS
 - EQUIPMENT ROOM MUST NOT BE LEFT IN DISORDER
- STUDENT-ATHLETES MUST NOT UTILIZE THE STAFF BATHROOMS ESPECIALLY DURING ACTIVE PROGRAMMING
- HOME EVENTS
 - COACH MUST MAINTAIN TEAM CONTROL
 - ON FLOOR, BENCH, MANAGERS, ETC.
 - MAINTAIN DISCIPLINE
 - UNDERSTAND EMERGENCY ACTION PLAN (EAP)
 - AVAILABLE ON WEBSITE

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RESPONSIBILITIES AWAY EVENTS

THE FOLLOWING ARE LISTED EXPECTATIONS ASSOCIATED WITH EVENTS THAT TAKE PLACE OUTSIDE OUR FACILITIES. THESE GAMES/EVENTS ARE FUN AND PROVIDE A VALUABLE ASPECT OF THE ATHLETIC EXPERIENCE BUT MUST BE WELL PLANNED AND EXECUTED. YOU AS THE COACH ARE FULLY AND LEGALLY RESPONSIBLE FOR THE STUDENT, DURING AWAY CONTEST

- COACHES MUST PLAN ACCORDINGLY TO LEAVE EARLY FOR AWAY EVENTS
- ALL AWAY GAMES/EVENTS MUST BE COMMUNICATED WITH STUDENT-ATHLETES AND FAMILIES WELL IN ADVANCE
 - PROVIDING A SEASON SCHEDULE IS A KEY COMPONENT TO ENSURE NO SURPRISES
 - COMMUNICATION ON SPORTSYOU TO THE TEAM MUST BE DONE 24 HOURS IN ADVANCE AS A REMINDER OF THE UPCOMING EVENT
- STUDENT-ATHLETES MUST TRAVEL WITH APPROVED ADULT TO THE AWAY CONTEST
- STANDARD PROTOCOL IS TEAM TRAVELS TO THE EVENT TOGETHER AND BACK TO THE SCHOOL TOGETHER
- DISMISSAL FROM OUTSIDE DESTINATION AFTER THE EVENT MUST BE APPROVED BY PARENT COMMENT IN THE SPORTSYOU GAME POST
 - VERBAL APPROVAL IS NOT ALLOWED BY ANY MEANS
- ALL EQUIPMENT MUST BE COUNTED PRIOR TO DEPARTURE AND PRIOR TO RETURN, ANYTHING MISSING MUST BE REPORTED IMMEDIATELY

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COMPENSATION BREAKDOWN

HOURLY BREAKDOWN PER SPORT (HIGH SCHOOL LEVEL) BASED ON PSAL ALLOTTED HOURS		
SPORT	HOURS PER SEASON	STIPEND AMOUNT FOR SEASON (BASE HOURLY RATE \$20)
BASEBALL / SOFTBALL	192	\$3890
BASKETBALL (VARSITY)	216	\$4320
BASKETBALL (JV) - VOLLEYBALL	120	\$2400
CHEERLEADING - CROSS COUNTRY - ESPORTS - FLAG FOOTBALL	100	\$2000
TRACK AND FIELD	132	\$2640
WRESTLING	144	\$2880

HOURLY RATES INCREASE WITH CREDENTIALS AND YEARS IN POSITION

MIDDLE SCHOOL COMPENSATION BASED ON PSW PAYMENT GUIDE

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COACHING HANDBOOK AGREEMENT

PLEASE CLICK THE LINK TO SIGN THE COACHING HANDBOOK ACKNOWLEDGEMENT.

THIS IS NOTIFYING THE ATHLETIC DEPARTMENT THAT YOUR HAVE

- RECEIVED THE HANDBOOK
- UNDERSTAND YOUR RESPONSIBILITIES AS A HEAD COACH
- THIS IS NOT ACKNOWLEDGEMENT OF YOUR AGREEMENT TO THE TERMS BUT UNDERSTANDING THE EXPECTATIONS
- ALL COACHIN CANDIDATES MUST SIGN THIS TO MOVE FORWARD WITH EMPLOYMENT

LINK TO SIGN

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