



2023-24 ATHLETIC HANDBOOK

Inwood Academy
For Leadership

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INTRODUCTION

The development of this handbook is to help make interscholastic athletics at Inwood Academy as enjoyable and exciting as possible. Gathering all information in one central volume will allow for easy access and increased understanding of the practices, policies, and procedures for coaches.

This handbook is intended to be a practical tool that answers more questions than it creates and which coaches find to be a resource. It is designed to lay out clear guidelines for athletic participation and maintain a high level of athletic programming.

This handbook is designed to supplement and not replace direct communication among all members of the athletic community. The Athletic Director will always be available to provide whatever assistance is required in pursuit of common goals.

Finally, any suggestions you might have for improving this handbook or any of its content is welcome.

INWOOD ACADEMY MISSION STATEMENT

Empower students in Inwood and Washington Heights to become agents for change through community-focused leadership, character development, and college preparedness.

INWOOD ATHLETICS MISSION STATEMENT

To use athletics as a means to develop the overall student by teaching life skills through competitive experiences and becoming supplementary to Inwood Academy's mission.

INWOOD ATHLETICS CORE 3

COMPETE - DEVELOP - ASSIST

INWOOD ATHLETICS VISION

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.

INWOOD ATHLETICS 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.

SPORTS OFFERED (2023-2024)

FALL SPORTS	
MIDDLE SCHOOL	HIGH SCHOOL
VOLLEYBALL (GIRLS)	VOLLEYBALL (GIRLS)
CROSS COUNTRY	FLAG FOOTBALL (BOYS)
FLAG FOOTBALL	BASKETBALL JUNIOR VARSITY (GIRLS)
SOCCER	BASKETBALL JUNIOR VARSITY (BOYS)
	CROSS COUNTRY

WINTER SPORTS	
MIDDLE SCHOOL	HIGH SCHOOL
BASKETBALL (BOYS)	BASKETBALL VARSITY (BOYS)
BASKETBALL (GIRLS)	BASKETBALL VARSITY (GIRLS)
TABLE TENNIS	WRESTLING
CHEERLEADING	CHEERLEADING

SPRING SPORTS	
MIDDLE SCHOOL	HIGH SCHOOL
SOFTBALL	SOFTBALL
BASEBALL	BASEBALL
TRACK	TRACK
VOLLEYBALL (BOYS)	VOLLEYBALL (BOYS)
TENNIS	FLAG FOOTBALL (GIRLS)
DANCE	
5TH & 6TH GRADE BASKETBALL (INTRAMURAL)	

Coach/Staff Responsibilities

All Inwood Athletics personnel are responsible to be models of Inwood Academy core values. They are to establish an environment that is safe and geared toward character development by using athletic competition. Coaches will be prepared for practices and games accordingly to enhance the quality and efficiency of the program.

ELIGIBILITY

Student-athletes are held to a specific standard to maintain athletic participation eligibility. These standards have been constructed with great evaluation common standards within neighboring school districts. More detailed athletic policy is available in appendix A:

The basic standards are as followed:

1. Passing is considered a 2.0 (65%) or higher
2. Middle school student-athletes must pass all classes on official report card to maintain eligibility
3. High school student-athletes must pass 5+1
 - a. 5 credit bearing classes
 - b. 3 classes must be core subject
 - c. All athletes are required to pass physical education
4. All athletes must maintain a 90% attendance rate to maintain eligibility
5. Athlete behavior is marked on a 3 strike rule dependant on the severity of the incident
6. Only Athletic Director and Coach can officially remove a student from a team
7. Student-athletes that are deemed ineligible for athletic participation can request their coach to submit an eligibility review form. [Eligibility Review Form](#)
 - a. Eligibility review submissions will be reviewed within 48 hours of submission
 - b. Eligibility decision forms will be sent to student-athlete email
8. Middle school specific details to eligibility
 - a. Students athletes that have received eligibility review approval will be monitored during the season and re-evaluated based on the following progress report to confirm a continued eligible status
 - b. Reviews can be resubmitted at the coaches discretion
 - c. Student-athletes that meet eligibility requirements upon the initial report prior to season will NOT be evaluated during the season
9. High school specific details to eligibility
 - a. Student -athletes will be evaluated for eligibility status based on previous semester

report card

- i. Fall athletes will be evaluated based on previous Spring Season or Summer Season official reports
 - ii. Winter Season athletes will be evaluated based on Fall Season official reports
 - iii. Spring Season athletes will be evaluated based on Winter Season official reports
- b. This rule does not apply for incoming freshman during the Fall Season
 - c. Continued eligibility will be determined to official academic reports released closest to December 1st and April 15th

10. A senior programmed for 4 or 5 classes who fails one class, in his/her senior year, will be eligible for so long as the failed class is not required for graduation

SELECTION POLICY

Choosing the members of athletic teams is the sole responsibility of the coaches of those teams. Non-varsity coaches shall take into consideration the policies established by the head coach in that particular program when selecting final team rosters. Prior to team selection, the coach shall provide the following information to all candidates:

- Extent of selection period
- Criteria used to select the team
- Number to be selected
- Practice commitment if they make the team
- Game commitments

SELECTION PROCESS ELEMENTS

- Have participated in tryout sessions
- Be personally informed of not being selected by the coach and the reason for the action

PARENT MEETING

All coaches are required to prepare a presentation for a parent/guardian meeting. parents/guardians are required to attend so their child can remain eligible to participate in the sport. If the parent/guardian was not able to attend an additional meeting has to be scheduled with the absent parent or guardian. Parents need to know who is responsible for their child during practices and games. They should have all necessary contact information. Parent meeting template is available in

PRACTICES

All coaches are required to be prepared for practices. Conducting practices without a plan is unacceptable and a disservice to student-athletes. Practices should be made available upon request of the athletic department personnel. Proper practice expectations should be set for student-athletes. Student-athletes are required to attend all scheduled practice sessions and games unless excused by the coach. Practice attendance expectations made clear with student-athletes.

GAMES

All coaches should prepare athletes to perform for interscholastic competition. Proper attire is necessary to maintain department standards related to professional approach. Coaches are responsible to communicate with athletic department personnel on required early dismissals, equipment needs, transportation, and any other competition related task.

INJURIES/ILLNESS

It is the student athlete's responsibility to immediately report any injury to his/her coach or the athletic trainer. If the injury requires medical attention by a doctor or treatment center, it will be necessary to have an injury report form completed. Once a physician treats an athlete, the athlete must obtain the doctor's permission to return to the activity. Coaches must submit an injury report immediately following an injury sustained during a Inwood Academy sanctioned sporting event. [INJURY REPORT](#)

ATTENDANCE

A student absent from school may not participate on that day unless permission is granted by the athletic director. Because of health and safety reasons, absences and tardiness due to illness will exclude student athletes from practice or contests on that day. Student-athletes are required to maintain a 90% attendance rate to remain eligible for athletic participation. This is reviewed during the marking period of the participating season.

COACH EVALUATION

At the end of each season coaches are required to complete a self-evaluation to be reviewed by the AD. This will set up the end of season debrief meeting to discuss areas of success and needed improvement. [COACHES EVALUATION FORM](#)

STUDENT-ATHLETE SURVEY

Student-athlete surveys are a wonderful tool to assess the season from an athlete point of view. They will evaluate the coach, department, and their own personal experience. Coaches are responsible for the distribution of these surveys. Surveys are available on the website.

[STUDENT-ATHLETE SURVEY](#)

EQUIPMENT

It is the responsibility of the coach to maintain all equipment, especially uniforms. Student-athletes do not take uniforms with them. They are returned after the game and washed on our campus. Maintenance of uniforms is the responsibility of the coach. If any equipment is lost the coach will be charged replacement costs. Any additional equipment or apparel other than furnished by the school that is desired to be worn during practice or contests is prohibited and must receive approval by the Director of Athletics otherwise. Equipment requests must be submitted via website. [EQUIPMENT REQUEST FORM](#)

PROFESSIONAL DEVELOPMENT

All coaches are required to complete a coaching certification course within 2 years of the start of their coaching career at Inwood Academy. Coaching course is facilitated by SUNY Cortland. Information about coaching certification is available on the website. [COACHING CERTIFICATION](#)

INWOOD ACADEMY ATHLETICS WEBSITE

The Inwood Academy Athletics Website is the source for all information related to athletics.

- Public Website: www.inwoodblazers.com
- User Website: [Inwood Athletics Edit Website](#)
- Submit and edit schedules
- Submit and edit rosters
- Library of all athletic related forms and links
- Send alerts

INWOOD ACADEMY ATHLETIC APP

The Athletics App will be utilized for all communication in regards to athletics. All coaches should become familiar with app navigation

- [App for Apple devices](#)
- [App for Android devices](#)
- Utilize app for all communication regarding team

FINALFORMS

Inwood Athletics utilizes the FinalForms database for all required documents for coaches and athletes. All forms should be uploaded to Finalforms electronically.

- [FinalForms Link](#)
- Update all required information
 - CPR/AED - Renew every 2 years
 - First Aid - Renew every 3 years
 - Concussion - [Concussion Course Link](#) - Renew every 2 years
- Review Athlete Clearance
- Edit official rosters
- Take Attendance for practice and games
- Student-athlete information
- Review and Submit inventory

ATHLETIC AWARDS

- **MOST IMPROVED AWARD** - Athlete who has improved in skill and character over the season or from one year to the next and stands out among the other athletes.
- **COACHES CHARACTER AWARD** - The Athlete who is an extension of the coach on and off the place of competition
- **OUTSTANDING ATHLETE AWARD** - Athlete who performed at high levels throughout the season. One of the vital pieces for success in competition.
- **TRAILBLAZER OF THE YEAR** - Athlete who exhibits a combination of skill, character, athletics and academic performance representing Integrity, Responsibility, Restraint, Honesty, and Caring
 - Given to Female and Male
 - High School and Middle School Athletes
- **COACH OF THE YEAR** - Presented to the coach who has an outstanding season exhibiting Integrity, Responsibility, Restraint, Honesty, and care. Team chemistry, performance, school representation, innovation, organization and overall record.
- **TEAM OF THE YEAR** - The team that has a successful season in both competitive representation and academic performance collectively.

The Trailblazer of the Year and the Team of the Year awards are based on Coach votes. AD has the authority to overturn a majority vote if it is not a valid candidate due to underlying circumstances.

Athletic Award Link Available on Website: [Athletic Awards](#)

APPENDIX: A



Inwood Academy High School Student-Athlete Policy

At Inwood Academy we believe that athletics have so many positive benefits to the development of a student. Athletics offer you, the student, an opportunity to become disciplined, enhance your ability to work with others, and develop your leadership skills. However, participating in Athletics for Inwood Academy for Leadership Charter School is something that is earned and also, most importantly a **PRIVILEGE**.

As a Student Athlete you will be held to a specific standard of Academic Performance, Behavior, and Conduct. As a Student Athlete you are held to these standards because you have been chosen amongst so many others, to represent the "IAL Trailblazers".

Academic Eligibility:

- **Passing is considered a 2.0 (65%) or higher**
- **The 5+1 Rule** - In order to gain and/ or maintain eligibility a student-athlete must pass five credit bearing courses (not 5 credits) + physical education.
- At least three of the five subjects passed must be core subjects – English, Mathematics, Social Studies, and/or Science.
- Fall & Winter Sports Eligibility is determined by the previous semester report cards.
- Spring Sports Eligibility is determined by the previous semester report card
- A student-athlete must pass five credit bearing courses + physical education in the marking periods closest to December 1st and /or April 15th to **MAINTAIN** his/her eligibility.
- A student-athlete who is academically ineligible may become academically eligible by fulfilling the academic requirements for the most recent marking period.
- Incoming 9th grade student-athletes are evaluated using their 1st semester report card
- A student-athlete programmed for fewer than 5 classes must pass all his/her classes in order to fulfill the 5+1 rule requirement.
- A student-athlete who is academically ineligible may become academically eligible by passing five credit bearing subjects and physical education in the most recent marking period, provided the student fulfills the 10 credit rule and the GPA requirement.
- An ineligible student-athlete **may** practice with a team provided he/she has an updated medical and parent consent form on file and is listed on the roster. All student-athletes who practice with a team must be listed on the roster as Active or Inactive. Student-athletes listed on the roster as Inactive may not participate in any games (league and non-league).

Academic Eligibility for Seniors

- A senior programmed for less classes then required can fail one class his/her senior year if the class is not required for graduation.

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- When a student-athlete has satisfied the requirements for graduation, any credit bearing courses may be used to evaluate eligibility for the 5 + 1 rule requirement.


Behavior Policy: (Severity of Incident can dictate degree of consequence)

- First Documented Behavior Incident will result in a VERBAL warning
- Second Documented Behavior Incident will result in a conference **with coaches, teachers, and parents, followed by an automatic 1 game suspension.**
- Third Behavior Incident will result in REMOVAL of Athlete from the team.

Conduct Policy:

- Leadership and Sportsmanship at all events – Representation of the School
- Academics take more importance than practices or games – “Student Comes First”
- Abide by rules established by coach
- Unsportsmanlike conduct will not be tolerated – will be handled according to Behavior Policy

APPENDIX: B


RECOMMENDATIONS FOR PARTICIPATION IN PHYSICAL EDUCATION & SPORTS
 To be completed by student's health care provider or school medical provider

Last Name	First Name	OSIS#	Grade	
School/Campus/ATSOBN				
<input type="checkbox"/> CLEARED FOR ALL SPORTS WITHOUT RESTRICTION <input type="checkbox"/> NOT CLEARED Duration: _____ <input type="checkbox"/> NOT CLEARED PENDING FURTHER EVALUATION Duration: _____ <input type="checkbox"/> CLEARED FOR ALL SPORTS WITHOUT RESTRICTION WITH RECOMMENDATIONS FOR FURTHER EVALUATION OR TREATMENT FOR: _____ _____				
<input type="checkbox"/> CLEARED WITH RESTRICTIONS/ADAPTATIONS/ACCOMMODATIONS Duration: _____ <div style="display: flex; justify-content: space-between;"> <div style="width: 30%;"> <input type="checkbox"/> NO CONTACT SPORTS: includes basketball, competitive cheerleading, diving, field hockey, football (tackle), gymnastics, ice hockey, lacrosse, rugby, soccer, stunt, wrestling </div> <div style="width: 30%;"> <input type="checkbox"/> NO LIMITED CONTACT SPORTS: includes baseball, cross-country skiing, fencing, flag football, handball, high jump, ice skating, pole vault, skiing, softball, volleyball </div> <div style="width: 30%;"> <input type="checkbox"/> NO NON-CONTACT SPORTS: includes archery, badminton, bowling, cricket, discus, double dutch, golf, javelin, race walking, rifle, shot-put, swimming, table tennis, tennis, track & field </div> </div> <input type="checkbox"/> OTHER RESTRICTIONS _____				
ACCOMMODATIONS/PROTECTIVE EQUIPMENT				
<input type="checkbox"/> None <input type="checkbox"/> Athletic Cup <input type="checkbox"/> Sports/Safety Goggles <input type="checkbox"/> Medical/Prosthetic Device <input type="checkbox"/> Pacemaker <input type="checkbox"/> Insulin Pump/insulin Sensor <input type="checkbox"/> Brace/Orthotic <input type="checkbox"/> Hearing Aides <input type="checkbox"/> Protective Ear Gear <input type="checkbox"/> Other _____				
<input type="checkbox"/> PERTINENT MEDICAL HISTORY _____				
<input type="checkbox"/> ALLERGIES _____ <input type="checkbox"/> None				
MEDICATIONS				
<input type="checkbox"/> Has prescribed pre-exercise medication _____				
<input type="checkbox"/> Has prescribed PRN medication _____				
<input type="checkbox"/> Student is Self-Carry/Self-Administer, unless in an emergency or student is incapable of self-administration				
Explanation _____				
<input type="checkbox"/> OTHER RECOMMENDATIONS _____				
<p>I have examined the above named student and completed the pre-participation physical examination. The athlete may/may not participate in the sport(s) as outlined above. A copy of the physical exam will be provided to the school medical room staff and can be made available to the school administration at the request of the parents. This form may be rescinded: by a medical provider if there are any changes in the student's health that could affect his/her safe participation in sports, and/or until the potential consequences of the health issue are explained to both the student and his/her parents, and the health issue has been resolved. All information and recommendations contained herein are valid through the last day of the month for 12 months from the date below.</p>				
Name of medical provider (print/type)		Title	License/NPI	
Address		Medical Provider's Stamp		
Phone	Fax			Email
Signature of medical provider				Date

NYC_ED_PSAI_Sports_Clearance_Form_02112019

APPENDIX: C

Inwood Academy Grading Scale

Letter Grade	Percent Grade	4.0 Scale	Honors Courses	AP Courses
A+	97-100	4.0	4.5	5.0
A	93-96	4.0	4.5	5.0
A-	90-92	3.7	4.2	4.7
B+	87-89	3.3	3.8	4.3
B	83-86	3.0	3.5	4.0
B-	80-82	2.8	3.3	3.8
C+	77-79	2.6	3.1	3.6
C	73-76	2.5	3.0	3.5
C-	70-72	2.4	2.9	3.4
D	67-69	2.2	2.7	3.2
D-	65-66	2.0	2.5	3.0
F	63-64	1.9	2.4	2.9
F	60-62	1.8	2.3	2.8
F	57-59	1.7	2.2	2.7
F	55-56	1.6	2.1	2.6