



# **TELEOS ATHLETIC HANDBOOK**

**2009-2010**

## **Teleos Vision/Mission & Philosophy Statements:**

### **The Vision**

Teleos Preparatory Academy graduates are lifelong pursuers of the True, the Good and the Beautiful. These young men and women are doers of great deeds. They each have their own particular calling and are relentless in its pursuit. Teleos graduates strive for excellence and cannot abide mediocrity. They place very high expectations upon themselves and those around them. Teleos graduates are culture changers; they are world changers.

### **The Athletics Vision**

Athletics/Physical Education is that component of education which educates students in the full use of their body. The nourishment and discipline of the body is a natural part of a classical liberal arts education. The Athletic Department at Teleos aims at helping students develop coordination, balance, and at helping them utilize the natural movements of their bodies. Students also gain an understanding of the efforts needed to develop a healthy lifestyle. Not only will all students be challenged physically, but they will also learn how to problem solve, work together with a diverse group of people as a team, and how to motivate themselves and others to accomplish their goals. Students will develop a competitive drive that helps them become their best, physically and mentally, as well as strengthen their leadership abilities.

### **The Teleos Vision for Athletics:**

The Athletic Department at Teleos is driven to develop students who are knowledgeable in the proper use and nourishment of their bodies. Through competitive sports, the Athletic Department is driven to habituate students in perseverance, friendship, teamwork, and victory.

At the core of Teleos' philosophy of athletics lie three fundamental principles:

- a) Excellence is a worthy aim
- b) Hard work forms valuable life-long habits of character
- c) Friendship enriches life

### **Excellence is a Worthy Aim**

One of Teleos' foundational premises is "**The Pursuit of Excellence**". This goal is incorporated into the Athletic Department in an understanding that individuals should pursue excellence in athletics in the same way they do in their academic career. This is the driving force behind all that we do, and has leads to the success of the program.

Students should want to be proud of all their endeavors, and this desire extends to their participation on athletic teams. At Teleos, we believe that excellence is more than winning games, although an excellent program naturally leads to good records. Instead of wins and losses, the excellence aimed for by the Athletic Department incorporates all of the philosophical elements

above into a framework that consistently provides athletes opportunities for individual and team success.

### **Hard Work Forms Valuable Life-Long Habits of Character**

One of the founding principles of Teleos is that students (even young students) are capable of more effort and higher performance than is typically demanded of them. The Athletic Department and its coaching staff are aware that many youth sports organizations require little of their athletes other than to show up for games. This is not the way to excellence in athletics, and the extracurricular athletic program at Teleos will demand far more than this from our athlete students.

### **Friendship Enriches Life**

One of the very best aspects of athletics is the lasting bonds of true friendship that develop under the stresses of competition and hard work. A primary purpose of the athletic program at Teleos is to foster these relationships. Teleos' athletic programs give students an opportunity outside of the classroom for quality interaction with their peers in a supervised setting. The relationships fostered are the truest form of brotherhood, one that requires shared goals, respect for the efforts of others, and common sacrifice. Such relationships enrich our life and character, for "as iron sharpens iron, so does one man sharpen another." (Proverbs 27:17)

### **Participation Fees:**

Budgetary necessities dictate that all of the athletic programs charge a participation fee. These fees are charged to the families and athletes that directly benefit from the program. **Fees will be \$90 per sport and are due by the 3<sup>rd</sup> day of practice. All checks will be submitted to front office.**

### **Participation Fee Scholarship Program**

Families can expect to pay fees for various services the Academy offers beyond the classroom, such as various trip fees. The Academy, of course, never seeks to profit from any of the special services it offers. Fees are only meant to assist with funding services that are not funded by monies from the state.

Each extracurricular activity will have a fee associated with it, commensurate with cost per participant to operate the program. These fees are not voluntary; they are required. The fee must be paid prior to the student joining the extracurricular program.

Teleos Preparatory does not want to exclude any student from participation due to financial hardship. However, the administration of the school is not in a position to determine fairly which families should receive full or partial fee waivers. As such, if a family wishes to apply for a fee waiver, they may apply to the FAIR system (Financial Aid Independent Review.) The family may complete a financial aid application, which is then processed confidentially by this outside

company. The family must submit all required information, including Federal Tax returns and W2 and/or 1099 forms. FAIR will then review the family's financial position to determine what level of discretionary income is available for fee payment. Depending on the level of discretionary income, the FAIR report that Teleos receives will determine if a family is eligible for 100% fee waiver, or a percentage waiver thereof. Families who seek a waiver are wise to apply well prior to the start of a season or the school year due to processing time required.

Work Study is another possibility that can be arranged with a family and the Athletic Department.

### **Offering of Sport:**

In accordance with the athletic vision, Teleos will offer a diverse array of sports, but *not* all sports. The offering of a particular sport is determined by the interest level of students, number of students benefited, the ability of the budget to absorb additional costs. The AD and Headmaster will determine the appropriateness of any newly proposed sport.

### **Equipment Check Policy:**

Uniforms will be provided for games; however, all uniforms will be returned after each game season. The standard Teleos athletic training uniform is the assigned PE uniform.

### **Junior High School Teams:**

Participation on Teleos's JHS athletic teams is open to all eligible 5<sup>th</sup>, 6<sup>th</sup>, 7<sup>th</sup> & 8<sup>th</sup> Graders. Coaches will provide game participation to all athletes in good standing.

### **Early Dismissals:**

The Athletic Department will limit the number of early dismissals required for participation in athletic contests. However, it is impossible to completely eliminate the need for early dismissals in an interscholastic environment. The Athletic Department will stagger schedules and take advantage of half-days to reduce the number of early dismissals per team. In all cases athletes are responsible for making up work missed in classes from which they are dismissed early for athletic contests. (**½ Day Fridays practice will begin 20 minutes after school and end after an hour and a half training**)

### **Parent Volunteers:**

Parent volunteers play a vital role in the success of Teleos athletics. Appropriate roles for parent volunteers include, but are not limited to: team parents, drivers, field preparation, scorekeepers/timers, photographers/videographers, statisticians, party hosts, carpool arrangers, etc.

Coaches may have some parents, siblings, or upperclassmen that wish to volunteer to work on the field or court directly with athlete students (i.e., volunteer coaching). All such individuals fall into the category of Volunteer Coaches and their work with Teleos students must be approved by the Head Coach and the Athletic Department prior to their involvement with Teleos teams.

## **Communication between Athletic Department and & Parents/Players:**

Clear communication of Athletic Department schedules, needs and goals is vital to the success of its programs. To aid in disseminating useful information the department utilizes:

- 1) Letters: of departmental importance should be addressed to:  
Tara Koleski, AD  
C/O Teleos Preparatory Academy  
1401 E. Jefferson St.  
Phoenix, Arizona 85034
- 2) E-mail: Tara Koleski can be reached at [tkoleski@teleosprep.org](mailto:tkoleski@teleosprep.org)
- 3) Telephone: The Athletic Department can be reached at 602-275-4715, and  
Tara Koleski can be reached at 480-772-6481 (cell).
- 4) Web Page: Athletics page at [www.teleosprep.org](http://www.teleosprep.org)

## **Fundraising:**

The Athletic Department is responsible for working with Teleos' Development Director for the purpose of soliciting Arizona Extra-Curricular Tax Credits to support the athletic program. In addition, the Director has responsibility for organizing an effort inside the department, utilizing High School Head Coaches and players, aimed at gathering the budgeted amount of tax credits. In addition, the Director will work with the Development Director to find and solicit one-time gifts from potential donors for program needs above the budget.

Individual teams may engage in fundraising efforts aimed at benefiting their program upon approval of the Development Director and Teleos' Headmaster. It should be noted that for such efforts to be approved, they must not interfere with the Academy's Community Investment fundraising efforts nor be seen to hamper the Athletic Department's ability to seek tax credits.

Parents of players may form a booster club or association to benefit a specific athletic program. Booster clubs are not part of Teleos' Athletic Department and must follow several guidelines (outlined in detail in the Appendix) to be associated with Teleos athletics.

## **Heat & Hydration Guidelines:**

In the Valley of the Sun we have several months of extremely hot weather each year; this weather has the potential to negatively impact the performance and overall health of athletes that participate in sports that practice outdoors. Each year the Athletic Department distributes

information to coaches on heat-related illness and proper hydration of athletes. In addition, the AD monitors a website (accuweather.com) that posts a daily heat advisory. When this index necessitates, the AD will communicate to coaches required changes or alterations in their daily practice plans or schedules.

## **Facilities**

The Athletic Department welcomes parent involvement in procuring new facilities. If you know someone associated with a gym or field, please contact them about the possibility of a school renting the same for games or practices. If they answer in the affirmative, contact the Athletic Department with the name of the field and your contact so that they may follow up on the lead.

## **Student/Family Section:**

### **Student Eligibility to Participate in Teleos Athletics:**

**High School:** Eligibility for extracurricular athletics for high school students at Teleos is a two-pronged path. The first path is governed by the Arizona Interscholastic Association (the AIA is the body charged with regulating high school interscholastic sporting events in the state of Arizona). Eligibility requirements for students in all AIA sports are set forth in the AIA's Bylaws and include age, enrollment, and other paperwork requirements. A summary of the AIA's eligibility requirements are included as Appendix C.

The second path that a student must successfully navigate for eligibility in Teleos athletics is one governed by the school itself. Teleos's requirements are in addition to those set forth by the AIA and include:

- 1) Eligibility in accordance the academic requirements set forth below. Eligibility in accordance with completed paperwork as set forth in the handbook.
- 2) Eligibility in accordance with the disciplinary policies of Teleos as set forth in the Teleos Family Handbook.

**JHS:** Eligibility for extracurricular activities for junior high students at Teleos is also a two-pronged path. The first path is governed by the Charter Athletic Association (CAA), the league in which our JHS teams participate. Eligibility requirements for athlete students in any and all CAA sports are set forth in the CAA's Bylaws and include age, enrollment, and other paperwork requirements. A summary of the eligibility rules of the CAA are included in this handbook as Appendix D.

In addition to eligibility in the CAA, JHS students must also negotiate the same Teleos path to eligibility as high school students as set forth above.

**Home School:** In accordance with Arizona law and for the purposes of determining home school student eligibility, the following requirements must be met:

- a. the home school student must live within the Phoenix Union High School attendance boundary
- b. the home school student must have their curriculum cleared by the Headmaster each year, with the understanding that their curriculum **must** cover the same material as the Teleos Prep curriculum.

In addition, home school students must also negotiate the same Teleos path to eligibility as Teleos high school students as set forth below.

### **Teleos Academic Policy for Participation in Athletics**

To be eligible for extracurricular activities at Teleos, the student must maintain a passing grade in all subjects, possesses a 'C' average, and must have displayed good behavior. If a student fails any course in a quarter, he/she will be suspended from all Teleos extracurricular activities until the next progress report or deficiency notice period. If the student has increased his overall performance in the course AND has raised his grade to a passing level he may return to his extracurricular activities.

### **Paperwork Requirements:**

To obtain eligibility for participation in Teleos athletics from the athletic department athletes must complete the paperwork listed below, and submit the same to the athletic department. All forms required for participation can be found in Appendix C.

- 1) Fully completed AIA Pre Participation Physical Evaluation Form
- 2) Teleos Athletic Department Student Handbook Signatory Page

### **Student Eligibility Clearance Process:**

Athletes will be considered eligible by the coaching staff of their sport only after a completed Student Eligibility Clearance Card has been forwarded to them from the Athletic Department office. Students that desire to be eligible for practice on the first day of their sport must turn in the required paperwork and pay their participation fee by the third day of practice.

### **Student Attendance Policy:**

#### **Attendance:**

It is the desire of Teleos to produce teams of excellence. Just as a student's academic performance is impacted by absences, so is his athletic performance and this impact may extend to the performance of his teammates. For this reason, attendance at all scheduled practices and games is mandatory (with the possible exception of conflicts with other Teleos sponsored extra-curricular activities). Choosing to participate in a team sport necessarily means that the student is choosing against many other worthy endeavors, with the understanding that what they are gaining in return is just as valuable.

Doctor/Dentist appointments should be made immediately before or after school, or on non-practice days. Athletes are required to notify their coaches if they are going to be absent from practice, and this includes illnesses that keep a player from attending school. Messages are better than nothing, but athletes should strive to *personally* contact their coach. Such contact is required prior to practice for the absence to be excused. **Two unexcused absences are grounds for dismissal from the team.**

Whether an absence is excused or unexcused will be determined solely by the coaching staff, but in general no absence will be excused where a player selects another activity over the one he/she has already committed himself/herself to (namely the athletic team they have joined). Parents are strongly encouraged to schedule such events around the commitments passed out by coaches at the beginning of the season.

**Penalties for unexcused absences from practices and games are left open for individual head coaches to set in their preseason handbooks (which will be administered by individual coaches). However, these handbooks will follow the general guidelines listed below:**

Practices: *An unexcused absence from practice the day before a game (or in some sports during the week leading to a game) will result in that player's ineligibility for part or all of the next game in accordance with the coach's handbook.*

Games: *Any unexcused absence from a game will result in a one game suspension from participation to be enforced during the next game in accordance with the coach's handbook.*

NOTE: Repeated offenses will be dealt with severely may include dismissal from the team or loss of athletic letter.

**Lateness:**

Practices: Tardiness to practice without prior permission from the head coach will result in disciplinary action according to a policy set out in that coach's handbook.

Games: Tardiness to a game without prior permission from the head coach may result in reduction of playing time according to a policy set out in that coach's handbook

NOTE: Repeated offenses will be dealt with severely and may even result in dismissal from the team.

### **Breaks & Holidays:**

While both players and coaches appreciate the breaks built into the academic schedule, it is not possible to limit the high school team schedules completely to non-break times. Both JV & Varsity teams may have practices and games during school breaks and holidays. (However, as a general rule, JHS teams will not have practices or games over breaks or holidays). Such games and practices will be communicated by coaches as part of the introduction to their program and are considered to be a normal part of an student's commitment to a sport. As such, these practices and games are mandatory, and high school team members should understand that failure to attend games and practices during break (whether excused or unexcused) will generally have a negative impact on playing time.

### **Religious Holidays:**

It is the intention of Teleos to honor an student's commitment to his/her religious obligations. Athletes should clearly communicate in advance any conflicts in their practice/game schedules with religious holidays. Coaches should excuse such absences without bias. Conflicts in this area should be directly referred to the head of school by the coaching staff.

### **Project Week/Conference Week:**

All teams (JHS and High School) will generally have commitments (both games and practices) during Project/Conference Week. Attendance at these games and practices is *required*. Upperclassmen must make every effort to schedule their conferences so that they do not interfere with practices or games.

Missing a practice for your semester end conference without prior permission from an athlete's head coach will be treated no differently than missing a practice for any other unexcused absence. Head coaches are encouraged to excuse such absences if scheduling such a conference around practices/games would constitute a work-related hardship for an athlete student's parents.

### **Attendance Policy for Extra-Curricular Participation - Students who are members of multiple Teleos activities:**

Many Teleos students desire to participate fully and simultaneously in two Teleos extracurricular activities. The policy below focuses specifically on students who wish to play on a sports team and participate in one other extra-curricular activity.

Extra-curricular leaders should consider the three guidelines below when scheduling events and/or tracking student attendance at practices and performances/games.

Monday afternoon from 3:30 to 5:30 stands as a reserved time for non-athletic extra-curricular activity. Students who attend an approved Teleos activity on Monday afternoons are not required to attend a sport practice or competition that day, even outside of the 3:30 to 5:30 time slot.

### **Teleos Provided Transportation:**

Buses and/or mini-vans will be secured by the Athletic Department for transportation to out-of-town games. Student athletes will be required to use Teleos provided transportation both to and from such games when available. However, no athlete will be able to utilize such transportation without a signed Teleos Provided Transportation Permission Slip.

**15-Passenger Van Prohibition:** Due to safety concerns Teleos's Board of Directors has expressly prohibited the rental of 15-passenger vans for use in student transportation. All Teleos provided transportation will be in the form of chartered buses, rented minivans or cars, or parent vehicles (see page 11 of the Teleos Board Policy Manual).

**Electronic Entertainment Device Prohibition:** Due to the inability to police content in games, music, etc. in modern electronic gadgets, these devices are prohibited on school sponsored trips. Student athletes should use their time on Teleos provided transportation to talk to and get to know their teammates.

### **Parent Organized Carpools:**

Carpools may be organized by parents to transport athletes from home to practice, practice to school, and to in-town games. Teleos does not organize nor endorse these carpools and is not liable for the actions of parent drivers. Families participate in these car pools at their option.

### **Student Drivers:**

Student athletes wishing to transport other athlete students must follow the strict policy set forth in the Teleos Family Handbook governing this situation.

## **Care and Treatment of Injuries:**

### **Injury Policy Statement:**

All sports carry the inherent risk of injury, even serious injury including death. It is our goal as a community to take necessary precautions, to safeguard against such injuries both in practice and game situations. Despite our best efforts as a community and coaching staff, injuries to athlete students may occur. This policy statement is meant to function as a guide in the treatment of injured athletes, not as a policy that suggests that athletic injuries can be eliminated in their entirety.

The goal of all athletic endeavors is for athletes to be able to compete. Occasionally this goal will best be accomplished when athletes discontinue practicing and/or playing while they recover from injury. It is always the responsibility of the athlete to openly communicate injuries with their coaching staff and the athletic trainer. Student athletes must be honest with their coaches, their parents, and themselves about the extent of their injuries. Although every Teleos team is provided with a head coach who is first aid and CPR certified, coaches are not doctors and should not be expected to diagnose injuries nor prescribe treatment for them.

Parents and athletes must keep the coaching staff and the athletic trainer informed of injuries that are sustained in practice and/or games. In addition, he/she should clearly communicate what has been done, and what will be done to heal the injury. When it is necessary for an athlete and his/her family to consult a physician for the treatment of an injury, the athlete should find out how long he/she will be unable to participate and what, if any, activities can be done during the rehabilitation period. A written physician's note is required so that coaches and the training staff can be sure of the nature of the injury and the extent to which the athlete may participate. If at any time the training staff or a physician pulls an athlete from participation that athlete must receive written clearance from the trainer or physician and the Athletic Department before resuming athletic participation.

Athletes occasionally suffer from more serious injuries... ***injuries that immediately prevent them from training or competing.*** The following are considered serious in nature and if suspected require the immediate cessation of athletic activity and may necessitate a 911 call.

- Neck & Spine injuries
- Head injuries
- Ligament injuries to major joints (elbow, shoulder, knee, ankle, etc.)
- Injuries to vital organs
- Broken bones
- Dislocation of joint(s)
- Heat Related Illness

For any serious injury (or suspected serious injury) that requires immediate cessation of physical activity, the coaching staff will immediately contact the athlete's parents and the training staff. The parents of the seriously injured athlete student must seek medical diagnosis, treatment, and eventual physician clearance before the athlete may return to team activities.

### **Role of Athletic Trainer:**

The Athletic Department may provide a certified athletic trainer who will be responsible for the immediate care and treatment of injured athletes (i.e., triage). An athletic trainer is not a physician, but rather an educated first/immediate responder for athletic injuries. Their purpose is to provide an initial diagnosis of athletic injury and either refer athlete students to their family physician or prescribe treatment options. It is also the job of the athletic trainer to file accident/injury reports with the Athletic Department for all injuries that they treat. Athletic trainers will also oversee the rehabilitation and reintroduction to competition of injured athletes.

### **Clearance Policy for Return to Practice:**

Injured athletes *that have been pulled from practice or competition* by their physician, the athletic trainer, or their parents must follow the guidelines set below for reinstatement to athletic activities.

- 1) Athletic Injury Report is filed by the coach/athletic trainer with the Athletic Department.
- 2) Physician/trainer prescribes and oversees rehabilitation of injured athlete.
- 3) Physician/trainer clears athlete with the Athletic Department for return to practice/competition.
- 4) Athletic Department forwards Injury Clearance Card to coach prior to player returning to practice.

### **Practice Attendance Policy – During Rehabilitation Period:**

While injury may excuse a athlete student from participation in practice or competition, it does not necessarily excuse the injured athlete from attendance. Based on the nature of the injury and the rehabilitation plan, the coach, trainer, and athlete will establish attendance guidelines for the athlete. In most cases attendance at practice will be required (in part or whole) during the rehabilitation period. Coaches should work with the athletic trainer and/or the athlete's parents to set appropriate attendance parameters. Injured athletes should be aware that their failure to attend practices/games during the rehabilitation period in conjunction with the guidelines established will result in disciplinary action in keeping with the attendance policy.

### **Strength Training Policies and Procedures:**

#### **Strength Training Defined:**

In today's competitive youth sports environment, strength training is recognized as a means to increase an athlete's performance (through corresponding increases in power and explosiveness) and decrease the risk of injury (including the formation of additional bone density). Strength training is seen by athletes and coaches as a method of gaining a competitive edge over athletes that do not participate in it. In general, the coaching staff at Teleos feels strongly that strength training is a necessary part of both the in-season and off-season routine of their athletes. While strength training is not required for participation in any Teleos sport, many coaches choose to incorporate some kind of strength (weight) training in their practices.

Strength training is defined as progressive resistance training performed to improve sports performance by improving muscle strength. As such it differs in both intention and method from power lifting which is designed to provide ultimate muscle mass and relies on heavy weight and low repetitions. Strength training increases muscle strength through repetitive, submaximal, progressive muscle resistance, while power lifting relies on power lifts of two or three lifts at or near maximal weight. Well designed strength training regimens for adolescents are often

combinations of weight training, plyometrics, and/or antigravity exercises (such as pull-ups & push-ups).

Some concern has been raised in recent years about the use of strength training, and in particular power lifting, with adolescents. However, many recent studies have confirmed the benefits of strength training (as opposed to power lifting), and encouraged its use with adolescents as a means of improving athletic performance while reducing the chance of athletic injury and imposing little risk of injury in and of itself.

Teleos is concerned with the safe development of its athletes and has hired a professional review of its strength training program for its athlete students. The Teleos strength and conditioning program is overseen by Teleos coaches that have received the Certified Strength and Conditioning Specialist (C.S.C.S.) designation by the National Strength and Conditioning Association (NSCA).

NOTE: Student athletes participate in Teleos's off-season strength training program of their own initiative. Even when prepared by professionals and supervised by certified coaches, there is inherent risk in such an activity. The information presented above is a compilation of several recent studies. Teleos makes no claim as to the final resolution of strength training and adolescents. Concerned parents are encouraged to research the issues involved themselves and then make informed decisions about strength training for their athlete students.

### **Teleos Strength Training Program – Approved Lift List:**

The purpose of this list is to provide Teleos Strength Training coaches with general guidelines to assist their preparation of a balanced and effective strength training program, while limiting the opportunity for injury to adolescents from power lifting.

*NOTE: This section of the handbook is still under construction*

***The following lifts/exercises are approved for general use by adolescents as part of the successful completion of the Introductory Strength Training Course (whose purpose is to promote mastery of these exercises):***

Some examples include:

- a) Core Plyometrics: e.g., situps, crunches, pushups, pull-ups, etc.
- b) Basic Bench Supported Lifts: e.g. tricep pullovers, bench press, pec flies, seated tricep extensions, leg press, etc.
- c) Dumbbell work: e.g. curls, tri extensions, squats, etc.

***The following lifts are approved for use by experienced and physically mature athlete students with prior parent approval upon successful completion of the Introductory Strength Training Course and a training session on proper technique :***

Some examples include:

- a) Advanced Plyometrics: e.g. box jumps, dips, one legged lifts, etc.
- b) Advanced Bench Lifts: Military press, incline bench, press behind the neck, front squats, lunges, etc.
- c) Olympic Lifts: power cleans, hang cleans, snatch, etc.

***The following lifts are not permitted as part of the Teleos strength training program.***

Some examples include:

Maximal or near maximal (defined as any amount above 110% of what an athlete can do for 6 – 8 reps of the same exercise) short sets (1 – 3 reps) of any of the approved lifts. Such a program would better be classified as power lifting which is not recommended for young athletes.

## **Out-Of-Season Sports Policy:**

### **Out-of-Season Sport:**

An out-of-season sport (as described in the AIA Bylaws) is prohibited from any type of formal team practice or competition with the exception of out-of-season weight training. Players may participate in a sport of their choosing outside the officially designated AIA season of sport. However, Teleos coaches, trainers, Athletic Department staff, and faculty members are prohibited from participating or facilitating any type of out-of-season team activity. (NOTE: There is an exception for “open gyms” found in the AIA Bylaws @ 17.5, and that bylaw is incorporated in its entirety in this handbook.)

### **Club Sports:**

Due to the population size of Teleos and the limited number of athletes on campus students are encouraged to participate fully in Teleos offered athletic programs. Teleos realizes that some students will wish to engage in their preferred sport year-round; however, Teleos coaching staff will neither encourage such activity nor seek to make the same available to their athletes.

NOTE: No sport is considered to be out-of-season from the last day of school to the first day of permissible football practice as set forth in the AIA Bylaws. Coaches may facilitate and/or coach their teams in camps, clinics, summer leagues, etc. during this period.

### **Summer Programs:**

Many Teleos athletes desire to improve their athletic performance and abilities in the off-season. To facilitate the desire of these athletes to improve, most of Teleos’s high school coaches set up

camps, clinics, and/or summer programs to take advantage of the AIA's summer windows. While participation in such programs is never mandatory (although coaches may set out natural consequences for athletes that fail to participate) most serious athletes will take advantage of these programs.

NOTE: Summer programs are run separately from the regular season programs and as such will require their own eligibility clearance, participation fee, and paperwork.

Teleos Preparatory Academy  
*Athletic Department Grievance Procedure*

**Guidance Notes**

**1. Introduction**

It is Teleos's policy to ensure that students or parents with a grievance relating to the Teleos athletic program can use a procedure which can help to resolve grievances as quickly and as fairly as possible.

The grievance procedure is clearly outlined and distributed to all families and coaches in the Athletic Department Handbook.

## 2. Initial discussions

If you or your child has a grievance about athletic policy or its application they should discuss it informally with the coach involved. It is our hope that the majority of concerns will be resolved at this stage.

## 3. Stage 1

If you feel that the matter has not been resolved through initial discussions, the grievance should be submitted in writing to the Athletic Director. The Athletic Director must give a written response within five working days in an endeavor to resolve the matter.

## 4. Stage 2

If the matter is not resolved, the matter may be raised in writing with the head of school, who must give a response within five working days. This response may take the form of a letter and/or follow-up meeting with the family, coach and/or athletic director. This meeting will be led by the head of school.

## 5. Stage 3

If the matter is not resolved to the satisfaction of all involved the grievance may be submitted in writing to the president of the board of directors. Individuals involved are entitled to have a hearing with the grievance committee established annually by the board of directors. This committee will formally respond within seven working days of the grievance being received. If the board as a whole is convened to address the grievance, all applicable public open meeting laws will be followed, including prior notice and the right of the employee to request an open meeting or an executive session for the hearing. The board's decision is final.

Informal discussions should resolve the vast majority of grievances. NOTE: *Grievances or information involving an ongoing or imminent threat to a student's well-being should be immediately directed to the head of school*

The first stage should allow the Athletic Department to resolve the grievance without the involvement of the head of school or board of directors. The aim should be to resolve the grievance at the lowest relevant level.

The head of school is the acting supervisor or all school employees.

If the Board understand that stages 1 and 2 have not been completed, these may be a requirement prior to further action or hearing of the matter by the Board.

A response by the committee may include a dismissal of the grievance, a formal reprimand of the coach, athletic department, or head of school, and/or a directive for staff to develop an additional policy recommendation for board consideration.

## Athletic Uniforms Policy:

### Uniforms:

A cornerstone of the athletic program at Teleos is that all athletes receive a uniform and the chance to dress for competition. Teleos has invested thousands of dollars in uniforms, and these uniforms represent a significant asset to the Academy. *Uniforms (whether game or practice) are just that... uniform.* Student athletes are not at liberty to pick and choose what parts of their assigned uniforms they wish to wear, and failure to arrive at practices and games with a proper uniform will

result in consequences as set forth in an individual coach's handbook. Appropriate penalties include missing the game for which the player fails to bring the appropriate uniform.

While it is the intention of the Athletic Department to provide all teams with quality uniforms, it is often the case that teams will desire to replace uniforms on a schedule more aggressive than that which the Athletic Department can afford. It should be noted that in many of these cases teams may choose to fund raise to meet their desire for new uniforms. Currently, the cost of most new uniforms is provided through fundraising by the athletes and their teams, which relieves the Athletic Department of a substantial financial burden.

### **Game Attire:**

Student athletes are responsible for keeping their uniforms in good condition all season, including warm-ups. Athletes are expected to come to every game in a clean, sharp-looking uniform (not soiled or wrinkled).

***Failure to arrive at a competition venue with the appropriate uniform and/or warm-ups in good working order will result in disciplinary action as set forth in the coach's handbook (in general a one-game suspension to be served at that game).***

NOTE: It is inappropriate for a coach to fix such a uniform deficiency by taking the uniform of another player.

### **Practice Wear:**

Athletes are required to come to practice in appropriate practice gear. If the athletic department has provided practice gear for the athlete (typical for high school teams), then the failure to arrive at practice without complete practice gear will involve consequences.

***Failure to bring or wear Teleos provided practice gear will result in disciplinary action as set forth in the coach's handbook.***

### **Lost or Damaged Uniforms:**

Student athletes are responsible for returning their uniforms in a timely manner in good condition. Athletes should note that Teleos coaches do not receive the 2<sup>nd</sup> half of their coaching stipends until all equipment and uniforms have been accounted for at the end of each season. To assist coaches in their collection efforts, a fine of \$1 per day, per item will be charged for each day past the uniform collection date announced by the head coach that a uniform has not been turned in.

**Grades and/or transcripts will be held until such fines have been paid and/or uniforms have been turned in or replacement cost paid.**

### **Awards, Trophies and Student Recognition:**

#### **Teleos Season-End Award Desserts:**

After each season of sport, the Parent Organization in combination with the Athletic Department hosts a Sports Awards Dessert. This evening's cost is not included in your participation fee, and is purposely kept to a minimum. As the purpose of this event is to acknowledge the hard work and related achievements of the teams from each season of sport in an atmosphere of camaraderie and shared accomplishment, athletes and their families are strongly encouraged to attend..

The Parent Organization organizes the event including choosing the date, the site, mailing invitations, catering the event, and cleaning-up after the event. The Athletic Department is in charge of ordering trophies for each team, setting the speaking order for the evening, and making sure the evening stays on time. The Headmaster will open the evening with a short speech on the place of athletics in the Teleos curriculum and community.

In order to recognize each team equally, the number of trophies given out at the event and speaking time allotted to each team is standardized. This ensures that no team leaves feeling less appreciated or shorted because they received less speaking time or fewer trophies.

### **Teleos Season-End Trophies and Awards:**

Trophies are purchased through the Athletic Department and are standardized across teams. Each team is allotted three (3) trophies for distribution at the Sports Award Banquet. Other informal awards are best suited for team parties, and are not to be given out at the Awards Banquet.

The trophies awarded at the banquet have been standardized and running plaques have been purchased for each team. These plaques give Teleos the opportunity to collect and post Varsity award winners for each sport. The following awards have been approved:

- I. Fall Sports
  - a. Football Strength and Conditioning
    - i. JHS
      1. Most Valuable Player
      2. Most Improved Player
      3. Coach's Award
  - b. Volleyball
    - i. JHS-Team 1 & 2
      1. Most Valuable Player
      2. Most Improved Player
- II. Winter Sports
  - a. Basketball – Boy's
    - i. JHS
      1. Most Valuable Player
      2. Most Improved Player
      3. Coach's Award
  - b. Soccer – Girl's/Boy's
    - i. JHS

1. Most Valuable Player
2. Most Improved Player
3. Coach's Award

III. Spring

a. Track

i. JHS Boy's/Girl's

1. JHS Runner of the Year (boys & girls)
2. Most Improved Athlete

b. Basketball – Girl's

i. JHS-Team 1 & 2

1. Most Valuable Player
2. Most Improved Player
3. Coach's Award

c. Baseball

i. JHS

1. Offensive Player of the Year
2. Defensive Player of the Year
3. Most Improved Player

NOTE: Athletes that are not eligible for an athletic letter in a sport will not be considered for the major awards listed below.

ADDITIONAL NOTES:

- 1) Teams of fewer than 5 individuals will be limited to one (1) award. Teams of between 6 and 9 individuals will be limited to two (2) awards. All teams that exceed 9 individuals may give the full three (3) awards.
- 2) For awards to be given a team must have a set roster and have scheduled/played a minimum of five (5) games as a team that season.
- 3) Floaters (those that play both JV and Varsity) will be considered for awards on the lowest level team on which they consistently played. For example: an athlete that dresses for all Varsity games (but does not typically start), and who dresses and starts in all JV games should be considered primarily for JV awards.
- 4) Award names may be changed by the Athletic Director if good cause to do so can be demonstrated by that sport's coaching staff.

**Year-End Awards Policy:**

The Athletic Department and its varsity head coaches honor outstanding achievement and dedication to the program at the All-School Awards assembly with the presentation of three prestigious awards: The Iron Athlete Award, The Knight of the Year Award (male & female), and induction into the Knights Hall of Fame.

The Athletic Department will notify varsity head coaches of a meeting whose purpose is to discuss the Knight of the Year and Hall of Fame awards. Varsity head coaches that wish to nominate a candidate for either of these awards must do so by e-mail at least two days prior to the meeting. This written nomination should make a passionate case for the nominee and include all accomplishments that the nominating coach feels are relevant to their nomination keeping in mind the criteria outlined below. At the meeting each nominating coach will have the opportunity to make a case for their nominee in person and discussion will follow. It should be noted that no new nominations may be put forward at the meeting.

Voting for both awards should be completed within 48 hours of this meeting. The Knight of the Year (male & female) will be decided by a simple majority of the varsity head coaches in attendance at the meeting. If no athlete receives a majority of the votes cast, then the top two vote getters will run-off for the award. Teleos Hall of Fame induction will be determined by a super-majority of the varsity head coaches in attendance at the meeting. If an athlete receives a majority of votes, but not a super-majority, then the nominating coach will get the opportunity to restate their case and a second vote (again requiring a super-majority) will take place.

#### Iron Athlete Award:

The Iron Athlete Award is an annual award given to all athletes who earn a JV or Varsity letter in three (3) **full seasons** of sport and maintain a 3.0 grade point average in each of the two (2) semesters of that academic year. Character and athletic success are not criteria for determining the eligibility of recipients of this award.

#### Lion of the Year (LOY):

The Lion of the Year Award is an annual award given to a varsity athlete that has maintained exemplary character while providing strong leadership through multiple seasons of sport. (It is not possible to earn this honor for participation in only one sport). This athlete is someone that has not just participated in several sports, but has excelled in each of them – someone who can be looked to as a role model by younger athletes in terms of both character and athletic performance. In addition, the LOY recipient will have maintained a 3.0 grade point average in each semester.

While preference for the LOY is given to upperclassmen, it should not be impossible for an underclassman to win the award.

#### Lion's Hall of Fame (HOF):

The Lion's Hall of Fame is meant to acknowledge those seniors, graduates, and coaches whose participation in Teleos athletics has "lasting impact". Such impact can come through leadership, character, and/or athletic prowess. Recipients are those who have left the program stronger than they found it, and whose spirit and determination have marked influence on those around them. While it is not impossible for an athlete to earn the award for impact in a single sport, a strong preference is held for those athletes that had the impact mentioned above in multiple sports.

Preference for the HOF (for athletes) is given to those that have participated in three sports the majority of their athletic careers. While attendance at Teleos for all four years of high school is not mandatory, most recipients of the HOF will fall into this category.

### **Athletic Letters:**

Athletic letters are given to those students who keep their commitments to the school and their teammates. They are not given out freely as this would diminish their meaning. Student athletes at Teleos can earn athletic letters at both the JV and Varsity levels. Currently, in keeping with Teleos's no-cut policy for athletics there is no field/court time requirement to letter. All athlete students in "good standing" at the end of the season are eligible for an athletic letter.

An athlete student may not to earn a letter for their participation for the following reasons:

- 1) **Poor attendance at practices:** Penalties should be stated in each coach's handbook. In the absence of a more lenient policy, if an athlete student has more than three (3) unexcused absences in a season of sport they are in danger of losing their athletic letter for the season.
- 2) **Missed games/meets:** Penalties should be outlined in each coach's handbook. In the absence of a more lenient policy, if an athlete student has more than one unexcused absence from a game/meet they are in danger of losing their athletic letter.
- 3) **Academic Suspension:** Athlete students that fail to honor their commitments to academics may be assigned academic suspensions by the Headmaster. These suspensions require that the athlete miss all practices and games for a minimum of 2 weeks. While these athletes can return to their team once their academic performance improves (with Headmaster approval), their long absence from the team will cause the forfeiture of their athletic letter for that season.

NOTE: Final decisions on lettering will be made by head coaches in conjunction with the above and discussion with the AD.

### **Parent's Code of Conduct:**

1. **Attend your athlete's games as often as possible.** There is little your athlete will remember more from their high school experience than if they felt supported by their parents, and the surest way to show your support for their participation in athletics is to attend their games.
2. **Be involved in a positive way in the athletics program.** Cheer for all the students on the team. Help with fundraising. Assist with logistics. If you're unsure of how you can help, ask the Coach!
3. **Please encourage and support your athlete's coach and stand behind their decisions even when they are unpopular with your player.** If you have a question or concern

about a coach's policies or actions please talk to the coach directly or utilize the grievance procedure outlined in this handbook.

4. **Please refrain from sideline coaching.** Please do shout encouragement!
5. **Please display appropriate sportsmanship at all times.** Referees may ask school administrators to remove fans that harass them in an unsportsmanlike manner. If you are asked to leave a facility by a referee, you will be required to meet with the AD and head of school before being allowed to attend further Teleos home games.
6. **Please encourage all athletes in their endeavors.** The other team's players should be considered off limits at all times. As in number 5 above, fans who conduct themselves in an unsportsmanlike manner may be asked by the referees and/or administrators to leave the facility, and parents who are so removed will be required to meet with the AD and head of school before attending further Teleos home games.
7. Teleos coaches have open door policies to discuss any concerns their athletes may have regarding their struggle to succeed. **Please allow your athlete the growth opportunity to work out any issue they may have (including playing time) directly with their coach.**

NOTE: There are probably a hundred ways to be positively involved in the athletic program. When the larger definition of team is working well, the experience can be wonderful for everyone involved. People who see our program in action will want to be a part of it. Parents of younger children will look forward to the day their child will be old enough to participate and will want to fit in and help. This kind of sportsmanship perpetuates itself.

### **Teleos Athletic Department Student Handbook Signature Page**

Thank you for taking the time to read the Teleos Preparatory Academy Athletic Handbook. If you have any questions or comments about this handbook please contact the Athletic Director.

We have read, understand, and agree to abide by the guidelines and procedures outlined in the Teleos Preparatory Academy Athletic Handbook.

Family Name \_\_\_\_\_ Emergency Contact Phone Number \_\_\_\_\_

Student Name \_\_\_\_\_ Emergency Contact Name/Relation \_\_\_\_\_

Parents Signature \_\_\_\_\_

**Teleos Student Participation Fee Agreement**

Please check the box if your participation fee is attached in the form of a \$90 check

Please check the box if your participation fee is attached in the form of \$90 cash

Participation fee by Credit Card: \$90

Visa Card # \_\_\_\_\_ Exp Date \_\_\_\_\_ 3 digit pin \_\_\_\_\_

Master Card Card # \_\_\_\_\_ Exp Date \_\_\_\_\_ 3 digit pin \_\_\_\_\_

\_\_\_\_\_  
Parent Signature

**Proof of Insurance**

\_\_\_\_\_  
Name of Insurance Company

\_\_\_\_\_  
Policy Number

\_\_\_\_\_  
Group Number

\_\_\_\_\_  
Insurance Company Phone Number

\_\_\_\_\_  
Policy Holders Name

\_\_\_\_\_  
Expiration Date