Guidelines and Expectations for Parents and Student-Athletes
2016-2017

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The TMI Mission Statement - The mission of TMI is to provide an excellent educational community, with values based on the teachings of Jesus Christ, challenging motivated students to develop their full potential in service and leadership.

The Athletic Mission Statement – The mission of TMI Athletics is to provide a competitive athletic program to student-athletes, to motivate student-athletes to be their best, to emphasize fundamentals, teamwork, work ethic, sportsmanship, and commitment.

Guidelines and Expectations for Parents and Student-Athletes

Athletic Gear – Athletic gear will be sold online in May for the upcoming school year. Another sale will happen in September and November. Details will be included in an email to all parents and students.

College Prospects – Coaches and the Athletic Director will assist all student-athletes who are interested in participating in college athletics.

Communication - Chain of Command with Student-Athletes and Parents –

a. Treat people how you would want to be treated.
b. Deal directly with the person with whom you have the issue.
   1. Except in the circumstances of Hazing, Harassment, or Bullying in which case a student-athlete or parent should report the conduct directly to the Athletic Director. Such complaints will be handled in accordance with TMI’s Policy on Hazing, Harassment, or Bullying.
   c. Leadership Chain of Command for all athletic teams.
      1. Coach communicates with student-athlete. Student-athlete communicates with the coach.
         ● If this has happened and the issue is not resolved, the student-athlete may move to step 2.
      2. Coach communicates with the parent, parent communicates with the coach.
         ● If this has happened and the issue is not resolved, the parent may move to step 3.
      3. If steps 1 and 2 have not resolved the issue, the parent/student may contact the Athletic Director.

The Parent – Coach Relationship –

Appropriate concerns to discuss with the coach

- The treatment of your student-athlete.
- Skills for improvement of your student-athlete.
- Concerns about your student-athlete’s behavior.
Inappropriate concerns to discuss with the coach

- Other student-athletes.
- Playing time.
- Team strategy.

Procedures for contacting the coach

- Call or email the coach to set up an appointment.
- Do not confront the coach at games or practice.

Communication between Coaches and Student-Athletes - TMI values the relationship between its coaching staff and student-athletes. In order to maintain a proper professional distance, text messaging between coaches and student-athletes will be strictly limited to sport specific information. It is prohibited for a coach and student-athlete to engage in personal communication via text messaging. Any one-on-one communications should be in the form of an e-mail, phone call, or face-to-face meeting.

Dress Code – Players must wear assigned TMI gear to practice and games. This assigned gear will be purchased through the Athletic Department and online. Grooming standards must be in accordance with school policy.

Dual Sport Athletes in Middle School – TMI has an Athletic Policy Committee consisting of the: Headmaster, Head of Middle School, Athletic Director, and Middle School Athletic Coordinator. This committee will evaluate any middle school athlete wanting to compete in two sports during the same season. The middle school athlete and their parents must contact the Athletic Director in writing (email, letter, etc.) to request consideration.

Dual Sport Athletes in Upper School – TMI Athletic Department and its coaches encourage all athletes to play multiple sports. If an athlete wants to play two sports during the same season, they must petition the Athletic Director. (See Dual Athlete Request Form at the completion of the handbook).

Cheerleading – Cheerleading is a sport which has responsibilities for both the fall and winter seasons. Cheerleaders who are chosen for the squad have three options for participation. They may:
1) Cheer during the fall season, not cheer for the winter season, and not compete on the competition squad.
2) Cheer during the winter season, not during the fall season, and not compete on the competition squad.
3) Cheer for both the fall and winter seasons and compete on the competition squad.

If a cheerleader elects to only cheer for one season, they may not compete on the competition squad. Competition squad members must cheer for both the fall and winter seasons.
**Eligibility to Practice and Play**

**Hazing and Bullying**

Middle School and Upper School student-athletes who are found to have violated TMI’s Policy on Hazing, Harassment, or Bullying may be ineligible to practice or play on any TMI Athletic Teams for the rest of the academic year.

**Upper School and Middle School –**

- Students are not permitted to participate in any extracurricular activities on days they are absent from school. Arrival to school after 10:00 A.M. constitutes an absence. The TMI Athletic Department will not tolerate student-athletes missing class before 10:00 a.m. on game days or days after a game without an excused absence.
- On occasion, an extracurricular activity may require that a student leave the campus during the school day. Except in the case of extenuating circumstances, a student must be present on campus from the beginning of the school day until the time of departure in order to participate. A list of participating students will be distributed to the appropriate faculty members for academic approval, and a list of participants will be published in the daily bulletin prior to the day of the activity.
- If at any time a student-athlete is deemed ineligible he or she may practice but not play in an athletic contest. He or she may be on the sidelines during home games in school attire. He or she may not travel with the team to an away game. He or she may not miss school to attend an away game with your parents when ineligible. If parents attend an away game when ineligible, he or she may be on the sidelines at the event.
- Should a student join, and make, one of our middle school athletic teams, they will be required to attend at least 85% of all scheduled practices, games, and matches in order to receive credit for participation. At the point an athlete becomes mathematically unable to attain 85% participation for the season; they will be moved into another 7th period activity (i.e. PE or weights and conditioning) for the remainder of that season.

**Upper School Eligibility Standards -**

- The grade threshold for extracurricular eligibility will be checked at the mid-quarter and quarter grading periods. If a student is found to have substandard grades (2 Ds or 1 F), they will be placed on a two-week probationary period, but still be allowed to participate in extracurricular activities. After the probationary period, if the student’s grades are still sub-standard, they will be ineligible for any extra-curricular involvement including games, practices, rehearsals, meetings, or any other pre/post-school activities. The probationary period will be extended to each student once per semester, but not include those who carry two or more Fs. If a student is found to have two or more F grades during any grading check, they are immediately ineligible. After a student has used his/her probationary two-week period in any given semester, eligibility is then determined by each subsequent grade check during that semester. Reinstatement under this policy would occur after just one grade check where grades were deemed acceptable.
**TMI Middle School Eligibility Standards** - Students participating in athletics in the Middle School may be declared ineligible under the following conditions:

- They have received one or more failing grades (below 60%) or two or more grades below a 70%. Grades will be evaluated at each mid-quarter and quarter grading period. Students who are declared ineligible will have their grades re-evaluated after one week. If they are still ineligible, their grades will be re-evaluated each week until they have been brought up to acceptable passing standards. Until that time, ineligible students will not be allowed to compete as members of a TMI athletic team, but will be allowed to practice. Students whose grades do not reach the standards after three weeks will be ineligible to compete until the next official grading period (mid-quarter or quarter). If their grades remain below standard at that time, the weekly checks will start over. In addition, if a teacher reports to a coach that a Middle School student has failed to complete a required assignment for the day, the coach has the right to disallow that student from participating in practice or competition until the assignment is completed.

- Should a student join, and make, one of our middle school athletic teams, they will be required to attend at least 85% of all scheduled practices, games, and matches in order to receive credit for participation. At the point an athlete becomes mathematically unable to attain 85% participation for the season; they will be moved into another 7th period activity (i.e. PE or weights and conditioning) for the remainder of that season.

**Equipment** - *All equipment is issued and collected through the Assistant Athletic Director.*

Players must sign out all issued gear. Failure to return all gear will result in the student-athlete being charged for the equipment/gear. The student athlete will not be allowed to participate in the next athletic season until gear and/or debt is paid.

**Inclement Weather Policy –**

The TMI Athletic Department holds the safety of its student-athletes in the highest priority. In the event that weather conditions present a legitimate concern for the welfare of our student-athletes, the TMI Athletic Department, in conjunction with the coaching staff, will make a daily determination as to what level of outdoor activity will be acceptable. This decision will be made taking into consideration a number of factors including, but not limited to, temperature, precipitation, student-athlete preparedness, coaching staff opinions, duration of the activity, and potential impact on other participants (i.e. other schools, officials, parents, etc.). Student-athletes are highly encouraged to utilize their assigned locker space to store clothing and equipment appropriate to handle the potential weather patterns of each season.

**Locker Room** - Any student-athlete who fails to secure a lock on their locker takes full responsibility for their equipment.
Medical -
- Trainer Hours: Monday through Friday between 3:30 P.M. and 6 P.M. Hours may change depending upon in-season sports practices and games.
- TMI Athletic Department offers a well-equipped training room and the athletic trainer handles all injuries.
- The athletic trainer and / or doctor will decide when an athlete will return to practice.
- Coaches will follow up on all injuries with the athletic trainer.
- The training room is not a place for coaches or student-athletes to socialize.

Overview -
- Some of our athletic teams have a participant maximum and others do not. Please look at the attached website for clarification of each sport.
- If a student-athlete is released from an athletic team he or she may tryout or join another team within five days. Middle school students may also join physical education.

Physicals – Physicals are mandatory for each student every year. TMI Athletic Department offers sports physicals for a small fee in May of each year.

Practice Times – In general, the following times are used for practice.
- **Middle School practice:** 2:45 – 3:45 p.m.
- **Upper School practice:** 4:00 - 6:00/6:30 p.m.

  Exceptions include:
  - **Basketball** –
    - 8th grade girls and boys: 3:30-4:30 p.m.
    - Boys JV: varies between 4-6:30 p.m.
    - Girls Varsity: varies between 4-6:30 p.m.
    - Boys Varsity: varies between 4-6:30 p.m.
  - **MS Football** – 2:45-4:00 p.m.
  - **MS Baseball/Lacrosse** – 2:45-4:00 pm
  - **Swimming** – some early morning practices.
  - **US Cross Country** – some early morning practices.

Quitting a Team
- If a student-athlete quits a team during the season they are ineligible to compete or practice with another team until the conclusion of the regular season of that sport.
- The season is defined as the student athletes eighth day of practice or competition. During the first seven days of practice or competition the student-athlete will be allowed the opportunity to try a sport and withdraw from that sport without penalty.
  - For example, if a student-athlete decides to play soccer and then quits the team in January because they want to start baseball, they will be ineligible until the last regular season soccer game has been completed. If they practiced or competed for a total of seven or less days, they can choose not to play and not be penalized.
**When can I move from one sport to another sport?**

If you are a JV athlete and not part of the varsity program, you can move to the next sport when the JV season is over.

**Schedule Change** - Coaches will have an email distribution list for all parents. Coaches will notify parents by email of last minute game changes and cancellations.

**Scheduling**

**Dead/Off Days for TMI**
- Every Sunday is an off day
- July 25-July 30, 2016 – TAPPS Dead Period
- October 14, 2016 - Homecoming
- December 10, 2016 – Christmas Choir Concert
- December 12-16, 2016 – Midterm Exams
- Winter sports must take 3 days off during winter break - TAPPS
- Dead Period - December 24-26

- February 11, 2017 - Military Ball
- March 14-16, 2017 – Easter Weekend
- April 1, 2017 - Stars Over TMI
- April 6-8, 2017 – ISAS Fine Arts Festival - unless dictated by TAPPS.
- April 17, 2017 - River Parade
- April 28, 2017 - Battle of Flowers Parade
- May 11, 2017 – Spring Choir Concert
- May 8-12, 2017 – AP Exams
- May 15-19, 2017 – AP/Middle School
- May 22-24, 2017 – High School Exams
- July 17-30, 2017 – Dead Period for TMI Athletic Staff

**Holidays**

**Holiday Practice** –
- Coaches will make parents and players aware of their holiday practice days and times as soon as possible.

**Student - Athlete Responsibility** -
- Attend practice sessions in required athletic gear.
- Be receptive to coaching and conduct yourself in an appropriate manner.
- Care for equipment and return it at the conclusion of each season.
- Follow team rules.
- Report all injuries to the coach and athletic trainer immediately.
- Respect the coach’s decision on playing time.
- Student-athletes selected to an athletic team are responsible to make a commitment to their team for the entire season.
- The use of alcohol, drugs, and tobacco are prohibited.
**TAPPS** – Please check this site frequently at www.tapps.net.

**TMI Website** – Refer parents to the TMI website for any information on schedule changes.

**Travel** –

- Coaches will inform parents of estimated time of arrival by email.
- If a student-athlete breaks curfew, consequences will be addressed by the coach and the Athletic Director. Any further problems with the same student will result in the parent picking up the student-athlete immediately.
- Coaches will phone the Athletic Director ASAP if there is an incident.

1. When traveling, TMI Athletic Staff will follow these guidelines:
   a. Insure student-athlete is compliant with TMI Policy on Hazing, Harassment, or Bullying.
   b. All passengers will stay seated unless using the restroom.
   c. Coed seating is not acceptable.
   d. Will maintain an atmosphere that allows all players to focus and ready themselves for competition.
   e. Will correct any behavior that is inappropriate.
   f. Will not show any ‘R’ rated movies and be thorough in investigating PG-13 movies, always error on the side of caution.
   g. Will address any inappropriate language.
   h. Will walk up the aisle of the bus every thirty minutes to let their students know of your presence.
   i. Will not all sleep at the same time.
   j. Cell phones will be returned when the team arrives at the site. In case of emergency, please contact the head coach or the Athletic Director at 210-859-1439.
   k. If coaches are driving a school vehicle they may not use a cell phone while driving.
   l. Coaches are on duty from the time they leave TMI until they return. School policies apply for every event home or away.
   m. All vehicles going to and from an activity must maintain visual contact with each other and observe the speed limit.
   n. Upon return to TMI, coaches must wait with the student-athletes until all student-athletes are picked up by their parents. All student-athletes must be picked up no later than 30 minutes after the team arrives.
   o. All TMI Athletic Teams will stop to purchase food if the game occurred during the lunch or dinner hours.

   i. **Meal Costs** - Student athletes will be responsible for paying for their own meals. Boarding students will be covered through the boarding program.
**Student athletes/parents driving to a game** – Coaches and athletic teams will depart from TMI whenever possible. When competing in town on a non-school day or at a time at least three hours past dismissal, coaches may have their players meet at the site. This must be planned and communicated to all student-athletes and parents.

**Hotel Costs** – TMI will not cover hotel expenses for its athletes. The only exception will be state level competitions. It is the responsibility of the coaches to make sure that all of their participants have paid their required travel fee before the day of travel.

**Overnight Trip Procedure** - TMI Athletic Department will travel a limited number of athletes on overnight trips.

**Releasing Players at Away Site** - It is best that all players leave TMI together and return to TMI together. If circumstance dictates a player being released at an away site, the player can only be released by the TMI Athletic Department to his or her parents.

**Varsity/Junior Varsity Swing Player Rule** –
Coaches will have the discretion to designate certain players to play on multiple teams within their program. This will be allowed under the following conditions:
1) The athlete and parents are notified prior to the beginning of the season as to which team(s) their son/daughter will be playing for, and which potential schedules they will follow.
2) All games/matches played will fall within the maximum, per athlete limits set forth by TAPPS.
3) The athlete has the option to decline this situation and remain as an athlete on one team without fear of reprisal or reprimand.
4) The varsity head coach is responsible for overseeing the compliance of his/her program with the aforementioned conditions.

This rule is designed to maximize the efforts of each program to provide valuable experience to younger players, and also minimize the time, academic, and physical impacts on those players.

**Varsity Letters**

*Awards* – Each varsity sport may hold an end of the season team party. Student-athletes can pay for their individual portion or it may be hosted by a parent or parents. At this party, the Athletic Director will be in attendance to present award winners. This party will recognize seniors, letter winners, and outstanding accomplishments. We will also honor each team in front of their peers at chapel during the fall, winter, and the spring. Parents will be notified of chapel recognitions.

**Elite 8** – Created in 2005, this award is given to a graduating senior who in his or her time at TMI has earned at least 8 varsity monograms. It is the highest award bestowed upon a TMI student – athlete.

**Letter Jacket** – Students will order their letter jackets through Balfour. Information is available at [http://www.tmi-sa.org/Community/athletics-letter-jacket](http://www.tmi-sa.org/Community/athletics-letter-jacket). TMI Athletic Department limits what can be put on the jacket. TMI Athletic Department prefers only name, class, bible verse and sports played included. Individual patches are limited to All-District and All-State.
**Lettering System** - Each varsity coach may choose his/her lettering system. Coach will determine the lettering system and announce at the beginning of the year, and notify the Athletic Director.

**Commonly Asked Questions** -

1. What should my child pack to travel to away game? Pillow? Money? Food?
   - The head coach will communicate to the student-athlete what is needed for each trip. On most occasions, money will be needed for the student athlete to purchase food.

2. Will my child be fed after school and before game?
   - It is the responsibility of the student athlete to bring food from home or to purchase food from the concession stand before each home game. If a student - athlete is traveling with a team, the head coach will notify the student-athlete of the meal situation before and after the game.

3. Will my child be fed on bus ride home?
   - All TMI Athletic Teams will stop to purchase food if the game occurred during the lunch or dinner hours.

4. What is the travel attire?
   - The head coach determines the travel attire for each trip.

5. Do coaches advise teachers of traveling rosters?
   - Teachers will always receive a copy of the travel roster one week in advance from the head coach.

6. When are the team photos and can we buy them?
   - You may purchase a copy of the photographs through the photography company. Coaches will advise all student – athletes of the team photo date allowing all student -athletes in other sports to be in the team photo.

7. How does a student become a team manager to earn a letter? What are team managers’ responsibilities?
   - Students interested in becoming a manager should contact the head coach directly. The head coach will select and communicate the team manager responsibilities to the team manager.

8. How are senior athletes honored?
   - Seniors will be honored at the last home game of the regular season.

9. Are parents supposed to fund any senior recognition activities for the seniors on their child’s team?
   - All TMI student-athletes who are seniors will be honored in the same manner. Parental support is always needed and welcomed. Please contact the Athletic Director if you are able to assist financially.
10. Are parents supposed to buy team gifts for Coaches?
   ● It is a nice gesture, although it is not required for parents to provide the coaches with an appreciation gift at the end of the season. If you do choose to do this, please do not exceed $50 dollars per coach.

11. Should all parents work a minimum of one concessions shift? How is this enforced?
   ● We expect all parents to work at least one shift in the concession stand. Please volunteer your time to make our athletic experiences enjoyable. Please contact at the Booster Club at http://www.tmi-sa.org/Community/athletics-booster-club.

12. Is admission to games at home free with a Booster membership?
   ● Yes, with each booster club membership you are allowed free admission to all home games for that school year.

13. What does the school provide an athletic gear for my child?
   ● The school will provide one pair of shorts and one t-shirt per athlete. Additional P.E. gear may be purchased through the Booster Club

14. Where can I see and buy professional game photos?
   ● TMI Athletic Department offers sport photos for sale at http://tmitheepiscopalschooloftexas.zenfolio.com/f794640411
   ● Parents may also take photos from a location safely outside the playing space and may share photos on a volunteer basis.

15. Where do I get a roster of the TMI team for every contest?
   ● You may request a TMI team roster by emailing the Athletic Director.

16. Where do I get directions to away games?
   ● Email the head coach or Athletic Director for the address of the field or court.

17. Are rosters for all TMI teams online anywhere?
   ● No

18. Is there a team parent for the team?
   ● TMI Athletic Department will not have team parents but there will be concessions coordinators per sport. Please email the Booster Club if you can serve in this role for a sport.

19. Is there a fee to be on the team? If so, what does it pay for?
   ● There is not a fee to be on a team, although you may want to purchase practice gear through the Athletic Department in May. If a team chooses to utilize a hotel prior to playoffs, the cost is split between the team members.
20. What hours is the weight room open on the weekends?
   - The weight room will only be utilized by the student-athlete under the supervision of a coach or Athletic Director. Hours will be posted at the start of each school year.

21. Are there any open gym hours for weekend play?
   - At this time, open gym availability will be mandated by the head coach.

22. Is there a senior recognition party?
   - Each senior will be honored during their team party at the end of the season.

23. How do we find out about schedule or time changes?
   - All schedule changes will be posted on the TMI website.
   - All schedule changes will be communicated to the parent by email from the coach.

24. Are there team snacks for road games?
   - Each student-athlete should bring their own snacks for road games.

25. Are parents allowed to bring Gatorade to practice for the team?
   - Parents are not allowed to bring Gatorade to practice for the entire team.
Dear Athlete,

Please read the conditions outlined below for dual-sport participation. Dual-sport participation is defined as an athlete competing in two sports which occur in the same season. This form only pertains to that situation and does not address the overlapping of sports from different seasons. Collect all of the required signatures to submit for review by the Athletic Department on your request to participate as a dual-sport athlete. Please return completed forms to Ms. Becky Geyer, Athletic Director.

1) Athlete must be in EXCELLENT academic standing. This means no grade below an 80. There are no exceptions. Compliant academic standing must be maintained throughout the sport season. Once the academic portion of this agreement is compromised, the agreement is terminated and the athlete must submit this form for reinstatement. Assessment of this condition will occur in conjunction with the normal TMI grade check dates and procedures.

2) The two sports being competed in may not both be team sports (i.e., baseball and lacrosse, soccer and basketball).

3) The two sports can be two individual sports. In which case, the coaches must communicate with one another and have the sole discretion on which sport will take priority over the other for practice days, competitions, and other commitments. Coaches shall not use the athlete as a “go between.” The Athletic Department will stand behind this signed agreement made by both coaches regarding any issues that arise.

4) In a team sport/individual sport combination, the team sport will ALWAYS take priority over the individual sport. Team practices/competitions ALWAYS trump individual practices/competitions. The individual sport is only practiced or competed in when the team sport has no commitments whatsoever.

5) Dual-sport athletes will be allowed to compete on relay teams for an individual sport (i.e., swimming relay teams, track relay teams, tennis doubles, team golf events, etc.) at the head coach’s discretion.

I understand the conditions that need to be met, as well as the academic standards required. I also agree to abide by the decisions of the athletic department and coaching staff as they pertain to my eligibility and participation in two sports.

____________________
Student/Athlete Signature

I understand the conditions under which this athlete will participate in my program. I also agree to adhere to the policies and principles contained herein.

____________________
Coach Signature/Sport

____________________
Coach Signature/Sport

I attest that the athlete requesting dual-sport participation meets the academic standards listed above.

____________________
Division Head Signature

____________________
Advisor Signature