



## *Tennessee Secondary School Athletic Association*

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*P.O. Box 319 - 3333 Lebanon Road - Hermitage, TN 37076  
Phone: (615) 889-6740 - Fax: (615) 889-0544 - [www.tssaa.org](http://www.tssaa.org)*

**DATE:** August 2, 2011  
**TO:** Principal, TSSAA Member Schools  
**FROM:** Bernard Childress, Executive Director  
**RE:** TSSAA Membership Dues and Catastrophic Insurance

The following information contains:

1. Memo in regard to membership dues and catastrophic insurance
2. Coaches Registration Information
3. 2011-2012 TSSAA Membership Invoice – The purpose of the 2011-12 TSSAA Membership Invoice is to allow you to return one form regarding the fees at the beginning of the school year involving your membership and to submit the necessary forms to get the year started off in a good manner for all of us.

Please be aware that according to Article I, Section 2 of the TSSAA Bylaws membership dues must be paid no later than September 1. There is a \$5 per business day late fee charged to any school that fails to pay their membership dues by September 1.

With this in mind, we would like to call your attention to a couple of critical points in the information:

1. We are asking our member schools to submit the names, e-mail addresses, and contact phone numbers of all of your coaches online. When you submit your coaches online, you will be able to tell us if they are a Full-Time Employee, a Full-Time Employee that is also a First Year Coach, a Retired Educator, a Classified Employee, or a Non-Faculty Coach. Please be reminded that you must submit your classified employees who are coaching and non-faculty coaches online in order for insurance coverage to apply to them and to the student-athletes under their supervision. The term "first-year coach" refers to all first-year coaches who are also in their first year of teaching. All of these individuals are required to complete the TSSAA Online Coaches Training Session **prior to** coaching. The TSSAA Online Coaches Training Session can be found on our website ([www.tssaa.org](http://www.tssaa.org)). **Since you are still required to pay the \$50 registration fee per Non-Faculty Coach, there is a place on the Invoice for your school to pay this fee.** Should you need to add a non-faculty coach after submission of your Invoice, you would simply register them online and then submit the fee to our office along with a note stating you have submitted a non-faculty coach online.

Detailed instructions for submitting directory information are included in this packet. The deadline for having your school's information published in the TSSAA directory is August 15, 2011.

If your school will not be using classified employees as coaches or non-faculty coaches this school year, then there is a place on the Invoice for the Principal to sign and date notifying us of this information.

2. TIAAA Membership Dues – There is a place on the Invoice for your school to join the Tennessee Interscholastic Athletic Administrators Association. By joining the TIAAA, a school membership will be created for all administrators. This is an outstanding organization of athletic administrators across our state. You will also find enclosed an application providing information regarding TIAAA. If you have any questions regarding the benefits of the organization, we would strongly recommend that you contact any member of our staff or any of the Board members of the TIAAA.
3. Catastrophic insurance assessment for football playing schools (\$5.00 per player) is required. The total number of players on your eligibility list is the determining factor in submitting this information.
4. TSSAA Board of Control policy requires a \$75 participation fee per golf team to all golf-playing schools. This means that schools that offer both boys' and girls' golf will have to pay \$150.00. The golf fee is required for all schools that participate in golf.
5. Rulebook Orders – Please be aware that a rulebook in each of the sports listed will be sent to your school at no cost as part of your membership fee. Each year we receive requests from member schools for additional rulebooks for other coaches. If you order additional rulebooks, they will be mailed to you prior to the beginning of the season.
6. The most important part – As you review our bylaws, there are many statements in regard to the most important part. It could easily be argued that the most critical statement in our bylaws is Article I, Section 7, which states:

*The principal of each school, in all matters pertaining to the athletic relations of his/her school, is responsible to this Association. Administrators must realize that they have more responsibilities than the general public to understand the purpose of high school athletics and the principles behind the TSSAA rules, and they must maintain that level of understanding and purpose when dealing with the general public and students. The principal shall exercise control over all finances, the scheduling of contests, and all other matters involved in the management of the school's athletic program. Any school whose athletic program is managed by a non-school group shall not be eligible to hold membership in TSSAA.*

We are an organization of schools with administrators in charge of the athletic programs of all member schools. Please make certain that the Membership Invoice is signed and dated by the principal of the school.

**The 2011-2012 TSSAA Membership Invoice should be submitted by mail along with your check and the appropriate division(s) checked.**

If you have any questions regarding any of these items, please feel free to contact me.

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DATE: August 2, 2011  
TO: Principal, TSSAA Member Schools  
FROM: Bernard Childress, Executive Director  
SUBJECT: TSSAA Membership Dues and Catastrophic Insurance

Following is the invoice for the 2011-12 membership for your school in the Tennessee Secondary School Athletic Association. Schools failing to renew their membership before September 1, 2011, will be subject to a late fee of \$5.00 per business day.

Membership dues for 2011-12 will be based on where the enrollment of your school would place you in the Division I, three-classification plan. If your school elects to move up to another class in any sport, this will not affect the amount of your dues. The total amount due, however, will remain slightly higher for schools with a football program, due to the assessment for catastrophic insurance.

Please notice on the membership application the area to mark the division(s) in which you will participate. The TSSAA division can be grades 8-12 and the TMSAA division can be grades 6-8. Your school can participate in one or both divisions, but you will pay dues only for the highest level at which you participate.

An 8<sup>th</sup> grader may be registered to compete in the TMSAA division at the beginning of the season, but can be moved up to the TSSAA division before the season ends provided they are in the same building. Once the state office has been notified that an athlete is moving to a higher level, the student must continue as a member of that team for the remainder of the season.

If you have athletes that will compete in the TMSAA division, you must mark this division on the membership invoice in order for the catastrophic insurance to be in effect for athletes in this division.

If you have any questions, please feel free to contact us.

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## Instructions for Submitting School Directory Information

1. Log into the Online Eligibility System and select Option 7 (Change School Directory). Please note that all coaches have to be reentered this year. Please use proper capitalization in all submissions as we will be using this data for the published and online TSSAA Directory.
2. In order to update your school's information and administration, click on Administration.
  - a. Click on the School Details tab, verify the information and make the necessary corrections, if any.
  - b. Click on the Principal tab, verify the information and make the necessary corrections, if any. **NOTE:** You will be required to enter a phone number for your Principal.
  - c. Click on the Asst. Principal tab, verify the information and make the necessary corrections, if any.
  - d. Click on the Athletic Director tab, verify the information and make the necessary corrections, if any. **NOTE:** You will be required to enter a phone number and an email address for your Athletic Director.
  - e. Click on the Verify and Submit Changes tab then click on the Submit Changes button.

### Submitting coaches is a TWO PART process.

3. For **PART ONE**, you must click on the Add Coach tab. Here is where you submit their name, email, type of coach, and whether or not they are a first year teacher who is also coaching. Following are the definitions of each coach type:
  - a. **Full Time Staff Member** is a full-time employee (a minimum of 100 school days) of a board of education with a Tennessee state teaching license or the equivalent.
  - b. **Non-Faculty Coach** is anyone approved by the principal, superintendent, and/or local board of education in the normal course of employment procedures in accordance with applicable state law. All non-faculty coaches shall be submitted to the state office annually. Use of a non-faculty coach who has not met all the requirements as listed in the TSSAA Bylaws or who has not been submitted to the state office shall result in a fine of \$500.00.
  - c. **Retired Educator** is an individual who has five or more years' experience teaching and has a valid Tennessee state teaching license or the equivalent.
  - d. **Classified Employee** any individual employed by a member school or school system in a position that does not require a teaching license or the equivalent. The use of classified employees as coaches is subject to the following restrictions:
    1. The classified employee must be employed full-time (30 hours or more per week) in a non-coaching position and may not be an independent contractor or an employee of an independent contractor;
    2. Although not counted as a non-faculty coach, he/she must be submitted to the state office annually and meet all requirements listed below.

Use of a classified employee coach who does not meet all the requirements listed in the TSSAA Bylaws or who has not been submitted to the state office shall result in a fine of \$500.00.

- e. **Full Time Employee at Another School** is a full-time employee (a minimum of 100 school days) of a board of education with a Tennessee state teaching license or the equivalent.

Once you fill in the information for each coach, you will need to click on the Verify and Submit Changes tab then click on the Add This Coach button.

Please add all of your coaches before proceeding to the next step.

- 4. **PART TWO** of submitting your coaches involves letting us know which sport(s) they will coaching by clicking the Assign Coach to Sport tab. Upon clicking on the tab, you will see the list of coaches you submitted in Step 3. To assign a sport or sports to a coach you need to select the coach, then select sport the coach coaches (Head or Assistant Coach), then click the Save button at the bottom of the page.

**In order for your coaches to be properly submitted to our office you MUST complete Steps 3 and 4.**

- 5. If you need to make changes to the spelling or email address of any coach, you will need to click on the Modify Coaches tab, click on the item, make the change(s), then click on Submit Changes at the bottom of the page. If you need to make a change to the status of a coach (e.g. from a non-faculty coach to a full time employee), you will need to delete them from the list and then resubmit them using Steps 3 and 4.
- 6. If you click on the Coach Report tab, you will see the name, coach type, and sport(s) for each coach you submitted. If the sport is missing, then you must follow Step 4 and assign the coach to a sport.
- 7. Please be reminded of the following: Teachers that are in their first year of ever teaching and they are coaching, are required to complete the TSSAA Online Coaches Training Session PRIOR to coaching. Non-Faculty Coaches and Classified Employees who are coaching are also required to complete the TSSAA Online Coaches Training Session PRIOR to coaching. In addition, Non-Faculty Coaches and Classified Employee coaches are required to complete the ASEP Coaches Education Program within two years of being submitted to our office as a coach.

If you need assistance, please feel free to contact Shonnie Speicher at (615) 889-6470 or [tssaa@tssaa.org](mailto:tssaa@tssaa.org). The deadline to submit information to be included in the published TSSAA Directory is August 15. Changes made after August 15 will be updated online only.

**2011-12  
T.I.A.A.A  
MEMBERSHIP INVITATION**

**Get involved with your State Association. Join the  
Tennessee Interscholastic Athletic Administrators Association  
Officers**

President: Mike Kimmons, Adamsville High School – Region 7  
Vice President: Cary Daniels, Dobyns-Bennett High School – Region 1  
Secretary/Treasurer: Paul Pendleton, Tennessee High School – Region 1  
Past President: Jon Weathers, Lawrence County High School – Region 6  
Ex-Officio – Bernard Childress, TSSAA

**Board Members**

Jon Miller, Hardin Valley Academy – Region 2  
Larry Payne, Cleveland City Schools – Region 3  
Dale Alsup, Coffee County Central High School – Region 4  
Mike Ellson, Christ Presbyterian Academy – Region 5  
Jeremy Davidson, Westview High School – Region 8  
India Weaver, Memphis City Schools – Region 9

**School Membership: \$25.00**

(includes entire staff and can be paid with TSSAA dues)

**Individual Membership: \$25.00**

(remit to Tennessee High School)

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**DO NOT DETACH**

**Application for 2011-12 Membership**

Please Check:     School Membership     Individual Membership

School Name \_\_\_\_\_

Athletic Director's Name \_\_\_\_\_

School Address \_\_\_\_\_

City/State/Zip/County \_\_\_\_\_

Would you be interested in serving on committees?     Yes     No

If not paying with TSSAA dues, please remit to:

Paul Pendleton  
Tennessee High School  
1112 Edgemont Avenue  
Bristol, TN 37620



2011-12 TSSAA Membership Invoice

Date: \_\_\_\_\_ Class: \_\_\_\_\_ A \_\_\_\_\_

Name of School: \_\_\_\_\_

Membership Dues (Mandatory): \_\_\_\_\_ \$150.00

Catastrophic Insurance (Mandatory): \_\_\_\_\_ \$100.00

Non-Faculty Coaches: \_\_\_\_\_ @ \$50.00 \_\_\_\_\_

TIAAA Membership Dues (Optional): \_\_\_\_\_  
Fee of \$25.00 \_\_\_\_\_

Catastrophic Insurance Assessment (Football Schools Only – May Be Submitted Separately):  
Number of Players \_\_\_\_\_ @ \$5.00 \_\_\_\_\_

Golf Fee (Golf Schools Only):  
Boys' Golf Fee of \$75.00 \_\_\_\_\_

Girls' Golf Fee of \$75.00 \_\_\_\_\_

Rulebook Orders (TSSAA only provides one Rulebook per sport.)

Football \_\_\_\_\_ @ \$9.00 \_\_\_\_\_

Basketball \_\_\_\_\_ @ \$9.00 \_\_\_\_\_

Baseball \_\_\_\_\_ @ \$9.00 \_\_\_\_\_

Girls' Softball \_\_\_\_\_ @ \$9.00 \_\_\_\_\_

Girls' Volleyball \_\_\_\_\_ @ \$9.00 \_\_\_\_\_

Wrestling \_\_\_\_\_ @ \$9.00 \_\_\_\_\_

Track/Cross Country \_\_\_\_\_ @ \$9.00 \_\_\_\_\_

Girls' Soccer/Soccer \_\_\_\_\_ @ \$9.00 \_\_\_\_\_

TSSAA Publications (TSSAA does supply a limited number to each school.)

Desk Calendar \_\_\_\_\_ @ \$5.00 \_\_\_\_\_

Wall Calendar \_\_\_\_\_ @ \$5.00 \_\_\_\_\_

Constitution & Bylaws \_\_\_\_\_ @ \$15.00 \_\_\_\_\_

TSSAA Directory \_\_\_\_\_ @ \$15.00 \_\_\_\_\_

TOTAL \_\_\_\_\_

CHECK THE DIVISION(S) IN WHICH YOU WILL PARTICIPATE

TSSAA: \_\_\_\_\_ TMSAA: \_\_\_\_\_

Principal's Signature \_\_\_\_\_

Date \_\_\_\_\_

Your Classified Employees who are coaching, Non-Faculty Coaches & First Year Coaches must be submitted Online and the Non-Faculty Coaches Fee (if applicable) must be submitted to the TSSAA office before you will receive your TSSAA ID Cards and TSSAA Championship Event Cards. Please sign below only if your school will not be using Classified Employees as coaches or Non-Faculty Coaches during the 2011-12 School Year.

I hereby verify that we have no classified employees serving as coaches or non-faculty coaches on our staff and that all coaches are full-time employees of the Board of Education with a Tennessee State teaching license or the equivalent.

Principal's Signature \_\_\_\_\_

Date \_\_\_\_\_

Return this Invoice no later than September 1 along with your check to:  
TSSAA ♦ P.O. BOX 319 ♦ HERMITAGE, TN 37076  
Please Make Check Payable to: TSSAA