



## *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)*

### **MEMORANDUM**

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

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The following information contains:

1. Memo in regard to membership dues and catastrophic insurance
2. Non-faculty Coaches and First Year Coaches Registration Form
3. 2011-12 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. You must submit the TSSAA Coaches Registration Form. Please remember that all classified employees serving as coaches and non-faculty coaches must be listed 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)). **You must return the TSSAA Coaches Registration Form and fee (if applicable) in order to receive your TSSAA ID Cards and TSSAA Championship Event Cards.**
2. This year we are publishing the TSSAA Directory. In order for your school and coaches to be listed, you must complete and submit the TSSAA Directory Form and submit it to our office via fax: (615) 889-0544 by August 15, 2011.
3. TIAAA Membership Dues – There is a place on the form 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.

4. 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.
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 2011-12 TSSAA Membership Invoice and all required forms 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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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  
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, 2010, will be subject to a late fee of \$5.00 per business day.

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 in the TMSAA division at the beginning of the season, but can be moved up to the TSSAA division before the season ends. 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 TSSAA division or the TMSAA division, you must mark these divisions on the membership invoice in order for the catastrophic insurance to be in effect for athletes in these divisions.

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

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## **INSTRUCTIONS FOR SUBMITTING CLASSIFIED EMPLOYEES WHO ARE COACHING AND NON-FACULTY COACHES**

(Please read carefully!!)

Before submitting your coaches, please be reminded that all coaches will fall under one of the following categories:

1. Full-time employee (a minimum of 100 school days) of a board of education with a Tennessee state teaching license or the equivalent.
2. Retired educator (five or more years' experience) with a valid Tennessee state teaching license or the equivalent.
3. Non-faculty coach - - 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 or who has not been submitted to the state office shall result in a fine of \$500.00.
4. 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:
  - a. 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;
  - b. 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.

### **FREQUENTLY ASKED QUESTIONS**

1.

Q. Are student teachers considered non-faculty coaches?

A. If he/she is currently student teaching, he/she is allowed to do whatever his/her supervising teacher (college professor in charge) allows him/her to do as part of his/her total educational experience. He/She would not be considered non-faculty while he/she is student teaching.

2.

Q. Are retired educators considered non-faculty coaches?

A. No.

3.

Q. Do non-faculty cheerleading coaches have to be registered with TSSAA?

A. Yes. However, it is not necessary for you to pay for non-faculty cheerleading coaches. We only need the names for insurance purposes. Non-faculty cheerleading coaches do not have to complete the TSSAA Online Coaches Training Session or the ASEP Coaches Education courses. Also, non-faculty cheerleading coaches must attend the Cheerleading Rules Meeting each year.

4.

Q. Can I register a non-faculty coach after I have submitted my Non-Faculty Coaches Registration Form for the year?

A. Yes. Once they have been approved by the principal, superintendent, and/or local board of education, they can be submitted to our office on school letterhead, signed by the principal or by submitting another Non-Faculty Coaches Registration Form which can be found on our website under Forms. Also, the registration fee of \$50.00 per coach must be submitted as well.

## 2011-12 TSSAA COACHES REGISTRATION FORM

Please list all **classified employees** (coaches who are **employed by the local Board of Education who do not possess a teaching license or the equivalent.**), the sport(s) they will coach, and the number of year they have coached:

NAME	SPORT(S) – Number of Years Coached
_____	_____
_____	_____
_____	_____
_____	_____

Please list all **non-faculty coaches** (coaches who are not full-time employees of the Board of Education with a valid Tennessee teaching license or the equivalent or who are not retired educators), the sport(s) they will coach, and the number of years they have served as a non-faculty coach:

NAME	SPORT(S) – Number of Years Coached
_____	_____
_____	_____
_____	_____
_____	_____

Please list all **first-year coaches** (certified teachers who are first-year coaches in their first year of teaching) and the sport(s) they will coach:

NAME	SPORT(S)
_____	_____
_____	_____
_____	_____

School: \_\_\_\_\_

Principal: \_\_\_\_\_

**Do Not Detach.**

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### Make a Copy For Your Records

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.

School: \_\_\_\_\_

Principal: \_\_\_\_\_

**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 Sullivan North 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 DIRECTORY**

**CITY WHERE YOUR SCHOOL'S POST OFFICE IS LOCATED:** \_\_\_\_\_

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

**PLEASE CHECK IF NEW ADDRESS:** \_\_\_\_\_

**Street Address:** \_\_\_\_\_ **P.O. Box (If any):** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_ **Principal's Number:** \_\_\_\_\_ **Ext.:** \_\_\_\_\_

**Athletic Director's Number:** \_\_\_\_\_ **Ext.:** \_\_\_\_\_ **Fax Number:** \_\_\_\_\_

**Mascot:** \_\_\_\_\_ **Colors:** \_\_\_\_\_

**Principal (P):** \_\_\_\_\_ **Assistant Principal (AP):** \_\_\_\_\_

**Athletic Director:** \_\_\_\_\_

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**Please List the Head Coach Only**

**Football (F):** \_\_\_\_\_

**Boys' Basketball (BBK):** \_\_\_\_\_

**Girls' Basketball (GBK):** \_\_\_\_\_

**Baseball (BB):** \_\_\_\_\_

**Softball (SB):** \_\_\_\_\_

**Volleyball (VB):** \_\_\_\_\_

**Wrestling (Wr):** \_\_\_\_\_

**Boys' Cross Country (BCC):** \_\_\_\_\_

**Girls' Cross Country (GCC):** \_\_\_\_\_

**Boys' Track (BTr):** \_\_\_\_\_

**Girls' Track (GTr):** \_\_\_\_\_

**Boys' Golf (BG):** \_\_\_\_\_

**Girls' Golf (GG):** \_\_\_\_\_

**Boys' Tennis (BTn):** \_\_\_\_\_

**Girls' Tennis (GTn):** \_\_\_\_\_

**Boys' Soccer (B Soc):** \_\_\_\_\_

**Girls' Soccer (G Soc):** \_\_\_\_\_

**Cheerleading Coach (Cheer):** \_\_\_\_\_

**Trainer (ATC):** \_\_\_\_\_ **Team Physician (Phy):** \_\_\_\_\_

**Assistant Coaches (List coaches who have not been listed above):**

\_\_\_\_\_  
\_\_\_\_\_

## 2011-12 TSSAA Membership Invoice



Date: \_\_\_\_\_ Class: Junior High

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

Membership Dues (Mandatory): \_\_\_\_\_ \$100.00

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 \_\_\_\_\_

**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: \_\_\_\_\_

**The TSSAA Coaches Registration Form and 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.**

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**