



## *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, TMSAA Member Schools  
**FROM:** Bernard Childress, Executive Director  
**RE:** TMSAA 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 TMSAA 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 and e-mail addresses 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, or a Non-Faculty Coach. Please remember you must submit your 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 within their first year of 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 pay the \$40 registration fee per Non-Faculty Coach (maximum of \$100), 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 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. 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.
5. 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.**

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

BC

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DATE: August 2, 2011  
TO: Principal, TMSAA Member Schools  
FROM: Richard McWhirter / Bernard Childress  
SUBJECT: Membership in the Tennessee Middle School Athletic Association

Following is the invoice for the 2011-12 membership of your school in the Tennessee Middle School Athletic Association (TMSAA), which is an affiliate member of the Tennessee Secondary School Athletic Association (TSSAA). Schools desiring to join TMSAA must be in Category 1, 2, or 3 as defined by the Tennessee State Board of Education. The membership fee, including catastrophic insurance coverage for athletes, is \$300. The insurance provides the same coverage as all secondary schools receive for their athletic programs.

**For an additional \$25.00, any school may join the Tennessee Interscholastic Athletic Administrators Association.** This is our state's professional organization for administrators and athletic directors. The TSSAA Board of Control voted to give member schools an opportunity to join the TIAAA when yearly membership dues are submitted. This is strictly optional.

Please be reminded that, in order to continue the same catastrophic insurance coverage, the Board of Control voted to assess each school that participates in football \$5.00 per each student-athlete turned in on their football eligibility report. For all schools that do not have football, this will not result in any change. If your school has football, then you will multiply by \$5.00 the number of students turned in on your TMSAA football eligibility reports (both eligibility reports and transfer forms).

TMSAA member schools will be sent four TMSAA ID cards with the privilege of purchasing four additional cards at a cost of \$25 per card.

We are encouraging all member schools to get involved in the tournament series in their area. We are asking administrators, athletic directors, and coaches of member schools in each area to meet and decide if they are going to have Area and Sectional Championship tournaments. It should be noted that a school might be a member of the association and choose not to participate in the tournaments. In addition, we will continue recognizing conference or county champions for any league that has a minimum of six teams, provided all schools in the league or conference are members of the TMSAA. Awards showing the TMSAA seal may be purchased by each conference. We will discuss all of this information in detail at the Administrators' Meetings this fall.

Services provided as result of your membership in the TMSAA are:

1. TSSAA Directory.
2. Four TMSAA ID cards with the option of purchasing four additional cards for \$25 each.
3. Two TSSAA Championship Event Cards which allow free admission into all TSSAA Sectional and State Championship Events.
4. Rulebooks for each sport in which you participate.
5. Membership certificate.

The TMSAA Bylaws and TMSAA Sports Calendar, along with other pertinent information for member middle schools, can be found on the TSSAA's website at: <http://www.tssaa.org/MiddleSchool/home.htm>. Please note Rule #3, which allows 6<sup>th</sup> graders in your building to participate, and Rule #10, which allows non-faculty coaches.

Should you be interested in joining the TMSAA, please submit your \$300 payment to the TSSAA along with your invoice. Membership in the association has no effect on who you play or what sport(s) you play. The number of games you play in each sport has been set and is on the TMSAA Sports Calendar.

**NOTE:** All TSSAA member schools, which contain 8<sup>th</sup> graders, may become a member of the TMSAA by simply checking TMSAA on your TSSAA membership invoice. You do not have to pay a separate fee in order to be a TMSAA member.

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

RM / BC

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## Instructions for Submitting School Directory Information

1. Log into the Online Eligibility System. 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 School Info.
  - 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 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 Coaches then click on Add Coach. 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.
  - 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. **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 on Coaches then click on the Assign to Sport. Upon clicking on Assign to Sport, 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 & 4.**

5. If you need to make changes to the spelling or email address of any coach, you will need to click on Coaches then click on Modify Coach Info, 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 Coaches then click on Coaches Report, 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: Non-Faculty Coaches required to complete the TMSAA Online Coaches Training Session within one year of being submitted to our office as a coach. In addition, Non-Faculty Coaches are required to complete the ASEP Coaches Education Program within five 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 TMSAA Membership Invoice



Date: \_\_\_\_\_

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

Membership Dues (Mandatory – Unless Member of TSSAA): \_\_\_\_\_ TSSAA

Catastrophic Insurance (Mandatory – Unless Member of TSSAA): \_\_\_\_\_ TSSAA

Non-Faculty Coaches: \_\_\_\_\_ @ \$40.00 (Maximum of \$100.00) \_\_\_\_\_

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

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

TMSAA ID Cards (Optional):  
(Maximum of 4 ID Cards) \_\_\_\_\_ @ \$25.00 \_\_\_\_\_

**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** \_\_\_\_\_

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

Date \_\_\_\_\_

**Your 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 Non-Faculty Coaches during the 2011-12 School Year.**

I hereby verify that we have no 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**