



Tennessee Secondary School Athletic Association

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

MEMORANDUM

DATE: July 21, 2014
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. Non-faculty Coaches Registration Form
3. 2014-15 TSSAA Membership Invoice – The purpose of the 2014-15 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. **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.**

Non-Faculty Coaches and Classified Employees are now required to complete the NFHS "Fundamentals of Coaching" and "First Aid, Health, and Safety for Coaches" **prior** to coaching. Coaches who have completed the TSSAA Online Coaches Training and passed the ASEP Coaches Education courses (Coaching Principles and Sport First Aid) prior to May 15, 2013 are not required to complete the new NFHS courses

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 31, 2014.

3. TIAAA/NIAAA Membership Dues – There is a place on the Invoice for your school to join the Tennessee Interscholastic Athletic Administrators Association and the National Interscholastic Athletic Administrators Association. See the attached flyer, and visit tiaaa.org or niaaa.org for more information about these organizations.
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 2014-15 TSSAA Membership Invoice and all required forms 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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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 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 NFHS 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.



INDIVIDUAL MEMBERSHIP INVITATION 2014-15

The Tennessee Interscholastic Athletic Administrators Association (TIAAA) is a TSSAA affiliated professional organization administered for and by athletic administrators for the purpose of:

- Registration Fee Discount for State Athletic Director's Conference
- NIAAA LTC Course Discount (and TASL Credit) for classes offered at State AD Conference
- Promotion of Professional Growth & Educational Integrity for Athletic Administrators
- Sharing of Athletic Administrative Ideas & Networking with Peers in Tennessee

Application for 2014-15 TIAAA Membership (Individual Membership \$25)

Athletic Director's Name _____ Cell Phone _____

School Name _____

Athletic Director's Email _____

School Address: _____ City/State/Zip _____

Tennessee Interscholastic Athletic Administrators Association: www.tiaaa.org
National Interscholastic Athletic Administrators Association NIAAA (www.niaaa.org)



NIAAA Individual Membership (\$80)

If you are involved in administering interscholastic athletics at the High School or Middle School level, you should join the National Interscholastic Athletic Administrators Association. The NIAAA is a national professional organization administered by and for athletic administrators. The Membership Form can be found on the NIAAA website, and several of the benefits to join include:

- *Interscholastic Athletic Administration*, a quarterly professional journal.
- *High School Today*, a monthly NFHS publication includes information on national issues.
- \$2,000,000 liability insurance while performing the duties of an athletic administrator
- \$2,500 term life insurance and ability to purchase Long Term Health Care at discount rates
- Opportunity to nominate students from your school for the NIAAA Scholarship Award
- Discount on registration fees for the NIAAA/NFHS National Conference for Athletic Directors
- Exclusive \$10 per year subscription to receive online *From the Gym to the Jury* publication that includes current legal rulings related to athletics (Subscribe at www.gym2jury.com and select "Subscribe Now" – Subscription code is NIAAA)

2014-15 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
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

School: _____

Principal: _____

Do Not Detach.

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: _____

