



# **2016-17 TSSAA Compliance Checklist**

A Month-By-Month Calendar and  
Guide for Athletic Directors,  
Principals, and Coaches





# Using this Presentation

- Topics in red font have tabs which will enable you to acquire additional instructions and/or information related to the topic.
- The person using this presentation will be able to view a monthly “checklist” of items that must be monitored by the school in order to meet TSSAA requirements.





# Fines

Schools are responsible for completing a variety of items. Below is a list of requirements that, if not completed, result in a fine for the school.

- Attendance of TSSAA Administrators Meeting
- Attendance of Rules Meetings for each sport. Rules meetings may be live or held online.
- Completion of the NFHS “Fundamentals of Coaching” and “First Aid, Health, & Safety for Coaches” prior to delivering instruction to athletes for non-faculty coaches and classified employees. Coaches who successfully completed the ASEP Coaches Education Course AND the TSSAA Online Coaches Training Session prior to May 15, 2013, are not required to take the NFHS courses.
- Online submission of a schedule and eligibility list for each sport prior to the first contest date allowed in the sport, as outlined in the TSSAA Sports Calendar.





# June

- Make sure coaches are aware of the TSSAA Sports Calendar and the restrictions that come into play during the summer.
- Make plans for new staff regarding the fulfillment of coaches education requirements as outlined in Article 1 Section 9 of the TSSAA bylaws if necessary.





# July

- Make plans for new staff regarding the fulfillment of requirements for coaches education classes as outlined in Article 1 Section 9 of the TSSAA bylaws if necessary.
- Submit eligibility lists and schedules on TSSAA Portal by first contest date of fall sports
  - GOLF – JULY 25, 2016
  - FOOTBALL – AUGUST 19, 2016
  - OTHER FALL SPORTS – AUGUST 15, 2016
    - Make sure player physical and permission to treat forms are on file for all fall athletes
- Review with and distribute to all coaches:
  - [Heat policy](#)
  - [Concussion policy](#)
  - Dates for all [rules meetings](#)
  - Post-season tournament locations
  - [TSSAA Sports Calendar](#) for each sport
- Review with football coaches:
  - [Football Practice Regulations](#)
- Confirm that all varsity and junior varsity contest dates and times have been submitted to the local assigning officer in football, volleyball & girls soccer
- Notify TSSAA with requests to host invitational tournaments with out of state teams, and/or if your school is participating in out-of-state contests where total travel exceeds 600 miles. Contact Trina Melton at [tmelton@tssaa.org](mailto:tmelton@tssaa.org).
- Review the [Catastrophic Insurance Policy](#)
- Make sure each student who is participating in football has at least three days of practice in helmets and shoulder pads only prior practicing in full pads. Documentation of this should also be kept on file.





# August

- Make sure [TSSAA membership](#) invoice and payment is submitted by September 1. Membership invoices can be found by logging into the school's master TSSAA Portal Account (with your school ID number).
- Register all coaches (full time employees, non faculty coaches, retired educators, classified employees) in the TSSAA Portal
- Check that all non-faculty coaches/classified employees have met [TSSAA Coaches Education Requirements](#)
- Submit eligibility lists and schedules on TSSAA Portal by first contest date of sport
  - GOLF – JULY 25, 2016
  - FOOTBALL – AUGUST 19, 2016
  - OTHER FALL SPORTS – AUGUST 15, 2016
    - Make sure player physical and permission to treat forms are on file for all fall athletes
- Confirm [Rules Meetings](#) attendance for fall sports
- Coaches should review the [TSSAA Sports Regulations](#) that pertain to their sport.
- Make sure each student who is participating in football has at least three days of practice in helmets and shoulder pads only prior practicing in full pads. Documentation of this should also be kept on file.





# September

- Attend a [TSSAA Administrators' Meeting](#)





# October

- If hosting a post-season tournament, schedule officials and complete financial report
- Submit eligibility lists and schedules on TSSAA Portal for Winter Sports by first contest date of sport as specified in the TSSAA Sports Calendar
  - WRESTLING, BASKETBALL – NOVEMBER 21, 2016
- Make sure player physical and permission to treat forms are on file for all winter athletes
- Notify TSSAA with requests to host invitational tournaments with out of state teams, and/or if your school is participating in out-of-state contests where total travel exceeds 600 miles. Contact Trina Melton at [tmelton@tssaa.org](mailto:tmelton@tssaa.org).
- Confirm that all varsity and junior varsity contest dates and times have been submitted to the local assigning officer in basketball and wrestling
- October 15 – Deadline for submission of proposals to change of TSSAA bylaws







# November

- Have a representative attend a TSSAA Regional Meeting
  - **2016 Meeting Dates:**
    - November 7: Hardin Valley Academy, 1 pm (East)
    - November 9: University School of Jackson, 10 am (West)
    - November 10: Hillwood High School, 10 am (Middle)
- Coaches should review the [TSSAA Sports Regulations](#) that pertain to their sport.
- Submit eligibility lists and schedules on TSSAA Portal for Winter Sports by first contest date of sport as specified in the TSSAA Sports Calendar  
WRESTLING, BASKETBALL – NOVEMBER 23, 2015





# December

- Review the TSSAA Sports Calendar with all coaches of Spring Sports
- Recognize individuals or your entire team with a TSSAA Academic Achievement Award





# January

- Confirm Rules Meetings attendance





# February

- If hosting a post-season tournament in wrestling or basketball, schedule officials and complete financial report. Be sure to notify TSSAA of the dates, location(s) of post-season tournaments you are hosting.
- Make sure player physical and permission to treat forms are on file for all spring athletes
- Notify TSSAA with requests to host invitational tournaments with out of state teams, and/or if your school is participating in out-of-state contests where total travel exceeds 600 miles. Contact Trina Melton at [tmelton@tssaa.org](mailto:tmelton@tssaa.org).





# March

- Submit eligibility lists and schedules on TSSAA Portal by first contest date of sport  
SPRING SPORTS – MARCH 13, 2017
- Coaches should review the [TSSAA Sports Regulations](#) that pertain to their sport.





# April

- Convey information regarding TSSAA physicals to students, parents, trainers, etc. The TSSAA pre-participation physical form can be found in the forms section of the TSSAA Website.
- Sign and return your Membership Contract for the 2017-18 school year by May 15. Membership Contracts will be made available on the TSSAA Portal in April 2017.
- Physicals performed on or after April 15, 2017 meet the TSSAA requirement for the entire 2017 -2018 school year. The physical would also satisfy the TSSAA requirement for activities conducted through the summer of 2017 prior to the first day of practice for Fall Sports.





# May

- If hosting a post-season tournament, schedule officials and complete financial report
- Sign and return your Membership Contract for the 2017-18 school year by May 15. Membership Contracts will be made available on the TSSAA Portal in April 2017.
- Recognize individuals or your entire team with a [TSSAA Academic Achievement Award](#)





# Who to Contact

**Telephone: (615) 889-6740 Fax: (615) 889-0544**

**Email is first initial and last name @tssaa.org**

- Academic Achievement Awards...Lynne Sutton
- Athletic Directors' Conference...Trina Melton
- Awards...Allison Bryan
- Board & Council Proposals...Bernard Childress, Lauren Jones
- Catastrophic Insurance...Matthew Gillespie, Bernard Childress
- Cheerleading...Trina Melton
- Classification...Bernard Childress, Earl Nall
- Coaches' Education...Mark Reeves, Emily Crowell
- Eligibility...Bernard Childress, Gene Menees, Mark Reeves, Matthew Gillespie, Lauren Jones, Trina Melton, Richard McWhirter, Heather Carter
- Finances of Association...Bernard Childress, Gayle Simms
- Fines...Kim Alley, Gayle Simms
- Football Playoffs...Richard McWhirter, Mark Reeves, Matthew Gillespie
- Hall of Fame, Hall of Champions...Heather Carter, Lauren Jones
- Hardships...Bernard Childress, Lauren Jones
- Hotels/Motels...Trina Melton, Lauren Jones
- Legal Matters...Bernard Childress
- Marketing...Courtney Brunetz
- Media Relations, Mr./Miss Basketball, Mr. Football...Matthew Gillespie, Heather Carter
- Membership...Emily Crowell, Allison Bryan
- Merchandising...Trina Melton, Lauren Jones
- Middle School Association...Richard McWhirter, Allison Bryan
- National Federation...Bernard Childress, Lauren Jones
- Printing...Matthew Gillespie, Emily Crowell
- Receptionist...Kim Alley, Lynne Sutton
- Registration of Officials...Terry Hillier, Gene Menees
- Reporting of Unsportsmanlike Incidents...Gene Menees, Terry Hillier
- Rule Book Orders...Lynne Sutton
- Sanctions and Tournament Approval...Trina Melton, Stephen Bargatze
- Student Services...Stephen Bargatze, Courtney Brunetz
- Technology...Bradley Lambert, Shonnie Speicher
- Tennessee State Board of Education, State Department of Education, & Tennessee State Legislature...Matthew Gillespie, Bernard Childress
- TSSAA News...Matthew Gillespie
- Tickets...Trina Melton, Matthew Gillespie
- Video Films...Matthew Gillespie
- Web Site Information...Bradley Lambert, Shonnie Speicher

## SPORTS

Baseball...Gene Menees, Bernard Childress  
Bowling...Matthew Gillespie  
Football...Richard McWhirter, Mark Reeves  
Soccer (Boys, Girls)...Mark Reeves, Richard McWhirter  
Tennis...Trina Melton  
Volleyball...Trina Melton, Matthew Gillespie

Basketball...Gene Menees, Richard McWhirter  
Cross Country...Richard McWhirter, Gene Menees  
Golf...Matthew Gillespie  
Softball...Bernard Childress, Gene Menees  
Track...Richard McWhirter, Mark Reeves, Stephen Bargatze  
Wrestling...Mark Reeves







# TSSAA Sports Calendar

- Individual Sports Calendars are located on our [website](#) and in the Bylaws, beginning on page 27.





# Eligibility

Consult the TSSAA Constitution & Bylaws for all eligibility rules and requirements. TSSAA Staff can assist you with eligibility questions.





# Coaches Education





# Coaches

- All coaches will fall under one of the following categories:
  - Full-time certified teacher (a minimum of 100 school days) of a board of education with a Tennessee state teaching license or the equivalent
  - Retired educator (five or more years of experience) with a valid Tennessee state teaching license or the equivalent
  - 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 listed on the next pages shall result in a fine of \$500.
  - Classified employee – Any individual employed by the local Board of Education who does not possess a teaching license or the equivalent. (Must be employed full-time in a non-coaching position and may not be an independent contractor or employee of an independent contractor). Although not counted as a non-faculty coach, he/she must be submitted to the state office annually and meet the requirements listed on the next pages.





# Education Requirements for Head Coaches

- Head coaches in football, basketball, baseball, softball, and track must be a full-time certified teacher or a retired educator
  - A classified employee or non-faculty coach may serve as head coach in these sports if that person has five or more years of experience as a coach at a TSSAA or TMSAA member school AND has completed the NFHS “Fundamentals of Coaching” and “First Aid, Health, & Safety for Coaches” courses online OR the ASEP Coaches Education Course in a TSSAA-approved course combined with the TSSAA Online Coaches Training Session prior to May 15, 2013.
- Head coaches in volleyball, cross country, golf, wrestling, tennis, soccer, and bowling may be full-time certified teachers, retired educators, classified employees, or non-faculty coaches.
  - A non-faculty head coach must take the NFHS “Fundamentals of Coaching” and “First Aid, Health, & Safety For Coaches” courses online prior to assuming the head coaching position. Coaches who have successfully completed the ASEP Coaches Education Program AND the TSSAA Online Coaches Training Session prior to May 15, 2013, will not be required to take the NFHS courses.





# Education Requirements for Assistant Coaches

- Assistant coaches may be full-time certified teachers, retired educators, classified employees, or non-faculty coaches.
- All classified employees and non-faculty assistant coaches must complete the NFHS “Fundamentals of Coaching” and “First Aid, Health, & Safety For Coaches” courses online prior to assuming the coaching position. Coaches who have successfully completed the ASEP Coaches Education Program AND the TSSAA Online Coaches Training Session prior to May 15, 2013, will not be required to take the NFHS courses.





# NFHS Coaches Education Courses

- Must be completed by:
  - All classified employees and non-faculty coaches prior to his/her employment
- Instructions for completing the courses through the NFHS website can be found at <http://tssaa.org/schools/coaches-education/>





# Rules Meetings

A member of the coaching staff in each sport or the Athletic Director shall attend a state rules meeting (if held) or complete the online rules meeting (if available) in the sport involved. The penalty shall be a fine of \$50 if this requirement is not met for two consecutive years.

Schedule of live Rules Meetings (Football, Soccer, Wrestling, Basketball, Baseball, & Softball)

Volleyball, Cheerleading, Bowling, Tennis, Track & Golf Rules Meetings will be offered online.







# TSSAA Membership





# Becoming a Member





# Qualifications

- Must be secondary school in Tennessee
  - which includes grades 9 and/or higher
- AND
- which is approved by the State Department of Education, State Department of Education approved agencies (schools must be in categories 1, 2, or 3), AdvancEd, and/or the Southern Association of Independent Schools





# How to Join

- Contracts for membership shall be approved or rejected by the Board of Control
- If your school meets the qualifications for membership, send a letter to the Executive Director, Bernard Childress, asking to be put on the next Board of Control Agenda for consideration for membership
- Include a copy of the certificate indicating whom the school is accredited/approved by





# Renewing Your Membership





# Dates

- Membership contracts shall be submitted by May 15 for the next school year
- Membership renewal information will be available in late July on the TSSAA Portal. Be sure to login with the school's master account (school ID number) to access this
- Signed membership invoices and a check for membership dues must be submitted to the TSSAA office by September 1





# Classification and Dues

- Membership dues are based on where the enrollment of a school would place them in the Division I, three-classification plan.
  - Class AAA - \$550.00
  - Class AA - \$400.00 if your school plays football; \$300.00 if your school does not play football
  - Class A - \$300.00 if your school plays football; \$250.00 if your school does not play football
  - Junior High - \$200.00





# Non-Faculty Coaches

- Your Classified Employees who are coaching and Non-Faculty Coaches must be submitted Online. ALL coaches must be registered on the TSSAA Portal before they may coach or instruct student-athletes in any capacity.
- Schools must pay a \$50 fee per Non-Faculty Coach. Schools are not required to pay the \$50 fee for Classified Employees.







# TIAAA Membership

- If you wish to join the Tennessee Interscholastic Athletic Administrators Association, complete the form and add \$25 to your membership dues
- Questions about the TIAAA should be directed to Paul Pendleton ([pendletonp@btcs.org](mailto:pendletonp@btcs.org)) at Tennessee High School





# **Additional Football Catastrophic Insurance Assessment**

- Schools with football teams will be assessed an additional \$5 per player to cover catastrophic insurance
- This amount is in addition to the mandatory catastrophic insurance fee that must be submitted as part of your membership dues
- By participating in football, your school has elected this coverage
- This assessment was voted on by the Board of Control after the TSSAA's catastrophic insurance amount doubled, with most of the injuries occurring in football
- This fee may be paid with your membership dues or submitted separately when entering your eligibility online





# Golf Fee

- Schools participating in golf will be assessed a \$75 fee per program (boys' and girls' teams are separate programs)
- Please submit this fee with your membership dues





# TSSAA ID Cards and Championship Event Cards

- Upon receipt of all membership dues and a signed membership invoice, all TSSAA member high schools will be mailed 10 TSSAA ID Cards and 2 Championship Event Cards (middle schools receive 4 TMSAA ID Cards and 2 Championship Cards).
- The TSSAA ID Card serves as a means of identification for coaches, principals, and directors. Schools desiring to do so may honor this card as a pass to athletic contests played during the regular season.
- The Championship Event Card can be used to admit one individual to a TSSAA State Championship Event.
- The package containing these cards is mailed using USPS signature confirmation to ensure arrival at your school. These cards cannot be replaced.





# Rulebooks and TSSAA Publications

- Your membership includes one Rulebook per sport your school participates in as well as a TSSAA desk calendar, wall calendar, and a copy of the handbook containing the Constitution and Bylaws.
- If you wish to order more of any of these publications, there is a place to indicate so on your membership invoice. Please include the payment for these publications with your membership dues.





# TSSAA and TMSAA Joint Membership

- Schools with any combination of grades 6-12 will hold only one membership in the TSSAA, but may compete in the Middle School Athletic Association, Junior High Division, and Senior High Division.
- Please check the division(s) in which your school will participate on the membership invoice.





# Outstanding Fines and Late Penalties

- Schools will not receive their ID and Championship Event Cards until they have paid all outstanding fines from the previous school year.
- Membership dues that are not paid by September 1 will be charged a \$5 per day late fee.





# Catastrophic Insurance







# Catastrophic Insurance Overview

- Loomis & LaPann, Inc., designs the Catastrophic Insurance Program for the Tennessee Secondary School Athletic Association. Again this year the TSSAA will provide a Catastrophic Insurance Policy that covers students and/or student athletes in all TSSAA sanctioned activities including travel to and from. The policy is underwritten by National Union Fire Insurance Company and has a \$500,000 Medical Limit with a \$10,000 deductible. Please note that sanctioned activities are activities that comply with all TSSAA rules and regulations and the TSSAA Catastrophic Insurance Coverage is extended for those activities only.

In addition, member schools have the option of purchasing Excess Medical Catastrophic Insurance (all benefits mirror the TSSAA Plan) that will provide coverage for students and/or student athletes participating in school sanctioned activities that are not covered by the TSSAA Catastrophic Insurance Policy, i.e. interscholastic sports not sanctioned by the TSSAA, intramural sports, open gym, off season conditioning, summer camps/clinics, field trips and other normal school activities including travel to and from (please see brochure).

Should you be interested in providing coverage, please complete an Enrollment Questionnaire and follow the Enrollment Procedures in the brochure. Please contact Loomis & LaPann, Inc. at 800-566-6479 or by e-mail with any questions regarding TSSAA plan and the optional plan.

Greg Joly      [gjoly@loomislapann.com](mailto:gjoly@loomislapann.com)  
Kevin Joyce    [kjoyce@loomislapann.com](mailto:kjoyce@loomislapann.com)  
Karen Boller   [kboller@loomislapann.com](mailto:kboller@loomislapann.com)





# Coverage

## When Athletes and Coaches are Covered

- Practicing a TSSAA sanctioned sport during the time outlined in the TSSAA Calendar
- Weight lifting and conditioning – Is only covered during the season when teams are allowed to practice.
- Preseason Scrimmages
- Travel to and from athletic practice and contests provided the entire team is together with the coach in charge.
- Practice during the school day – Must be practicing during the time that conforms with the rules, regulations, and season as corresponding athletic practice outside the school day.
- Summer practice – Must be a school team practicing as a unit during the time specified in the TSSAA Sports Calendar with school coach in charge.
- Games/Contests – Athletes and coaches are covered while traveling together and participating in sanctioned TSSAA contests. Athletic directors are now covered traveling to those contests.
- Independent travel to and from is not covered. (Example: athletes driving to a site and meeting the coach)

## When Athletes and Coaches are Not Covered

- Open Facilities
- Weight Training and Conditioning – At no time during the off-season are players and coaches covered.
- Summer Camps – Any sport team attending camp must have coverage or the camp must cover the athletes and coaches. TSSAA catastrophic insurance does not cover team camps.
- Student-athletes are not covered when they are supervised by a non-approved coach or a coach who has not met coaching requirements.





# How to Report a Claim

- Fax on school letterhead the following instructions:
  - Name of injured party.
  - Name, address, and phone number of injured party's parents or guardian.
  - Date of accident or injury
  - Brief overview of accident
- Loomis & LaPann will send claim filing instructions and claim form to injured party's parents or guardian. It will be the parent's responsibility to file their claim.
- Please keep copies to verify you have reported the incident.
- If you should have any additional questions, please contact Greg Joly at Loomis & LaPann, Inc. at 1-800-566-6479 or e-mail:
  - [gjoly@loomislapann.com](mailto:gjoly@loomislapann.com)
  - [kboller@loomislapann.com](mailto:kboller@loomislapann.com)
  - [kjoyce@loomislapann.com](mailto:kjoyce@loomislapann.com)
- Please note it is not necessary to report all injuries. The general procedure is to report any injury that may require surgery. Injuries that require surgery will probably penetrate the \$10,000.00 deductible.





# Academic Achievement Awards

- Forms are available on our website for two academic achievement awards, to be given at the end of each semester
- Team Award:
  - Available for teams that collectively earned a GPA of 3.00 or above
    - 3.00-3.24 Outstanding
    - 3.25-4.00 Distinguished
- Individual Award:
  - Available for individual student-athletes that earn a GPA of 3.50 or above

