



## 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:** 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. Information regarding Submitting Directory and Coaches Registration Information via the TSSAA Portal.
2. Information regarding Verifying Classified Employees and Non-Faculty Coaches.
3. 2014-2015 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. All member schools are required to submit the **names and e-mail addresses** of **all** coaches to our office via the TSSAA Portal. When you submit your coaches, you will be able to tell us if they are a Full-Time Employee, a Retired Educator, a Classified Employee, or a Non-Faculty Coach. The deadline for having your school's information submitted to be published in the TSSAA Directory is August 31, 2014.

**You are required to pay a \$50 registration fee per Non-Faculty Coach. There is a place on the invoice for your school to pay this fee.** For non-faculty coaches hired during the school year, you must submit the name of the coach along with the \$50 registration fee to the TSSAA State Office.

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. Instructions for verifying whether or not coaches have completed their requirements can be found on our site at:

<http://tssaa.org/schools/coaches-education/>.

2. 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 enclosed flyer, and visit [tiaaa.org](http://tiaaa.org) or [niaaa.org](http://niaaa.org) for more information about these organizations.

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 for each of the sports in which your school participates 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. Each principal should become familiar with the TSSAA Bylaws. It could easily be argued that the most critical statement in the TSSAA 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 2014-2015 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.

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# Announcing the Upcoming Release of the TSSAA Portal

New for the 2014-15 school year is the TSSAA Portal. The Portal is a new project to help Athletic Directors and coaches save time, receive timely and essential information from the TSSAA office, stay current with changing rules and ahead of worrisome deadlines. The portal will become accessible the last week of July.

The TSSAA Portal will replace the current online eligibility/schedule entry systems that have been in place for a number of years for both middle and high schools.

The Portal is a password-protected area of the TSSAA website. Every school, athletic director, coach and school staff members will have an account in the system to access customized tools and information. The updated design and layout means that users can access and use the system from any internet-connected device: desktop, laptop, smartphone or tablet.

## Athletic Directors

Our focus is to increase the communication between the association and schools, streamline the management of your student/eligibility information and build in other efficiencies that will be of benefit to schools and staff members.

For example, with more complete and current contact information we can issue reminders more frequently (with fewer statewide notifications) so that fines for missing routine deadlines can be dramatically reduced.

We are also building a **smarter** system to help you remain compliant with membership rules and requirements. Look for the many new prompts, reminders and tips that have been added throughout the system to guide and inform you along the way.

The Portal also simplifies many tasks, but there are a few important changes that administrators should take note of:

- Athletic Directors will need a valid email address for themselves as well as all coaches and school administrators.
- Teams must have a qualified head coach assigned before a roster for the sport can be added.

You will use the traditional school ID logins to access the portal. Upon signing in, you will find a series of short tutorial videos that will help demonstrate the usage of the new tools.

The following actions will need to be taken to satisfy your requirements as a member in 2014-15:

- Update the school's general directory information.
- Activate the sports in which your school will field teams for the 2014-15 school year.
- Add your coaches and attach them to their teams.
- Add students' information and complete eligibility questions.
- Add rosters and schedules for each sport.

We ask that you activate your 2014-15 sports and assign head coaches to them by August 31.

**Please remember that if a student is injured under the supervision of a coach that has not been added to the Portal and assigned to a sport, the incident will not be covered under the association's catastrophic insurance policy.**

Please don't wait until the last minute to sign in and begin using the new portal. Association staff will be available to assist you if you have questions or concerns.

## **COACHES & SCHOOL STAFF**

Every coach and school staff member will have an account on the TSSAA Portal. The account will be created when an athletic director adds you to the school's staff listing.

Your time grows more precious by the minute, so the association office would like to be more proactive in sending you up-to-date information concerning rules changes, association policies and other reminders. With your own personal profile, you can maintain a list of your current contact details and tell us the way you would prefer to be reached.

When the Portal becomes available this fall, coaches and administrators will be encouraged to:

- Update directory/user profile information.
- Adjust notification options (email/SMS).
- Complete any online rules training currently offered.
- Enter voucher information from in-person rules meetings.

Once the Athletic Director adds you to a school's staff listing, you will receive an email from the TSSAA Portal with an introduction to the system and a link to complete the account creation process.

- Click the link included in the TSSAA Portal email.
- Set a password, which must be at least eight characters long and include an uppercase letter.
- Update your public profile.
- Update your notification options.
- Locate and complete online training or attend rules meetings and record voucher information in accordance with rules/training requirements outlined in the association bylaws.

## **Frequently Asked Questions**

### **Why do coaches need to login?**

With individual logins, coaches have control over their own profile/directory information and are able to receive email or text alerts for sports rules and reminders from the state office. In addition, we are able to more accurately track training and rules meeting attendance.

### **I've forgotten my password. Do I need to call the TSSAA office for help?**

In most cases, no. On the sign in page, click the Forgot Password button below the form. If you have a valid email address on file, instructions for resetting your password will be emailed to you. Extra security measures have been put into place so that passwords can only be reset/changed. Association staff do not have the ability to tell you what your current password is.

### **Can I change the school password?**

You can change your password at any time by clicking on the user name in the upper-corner, selecting My Profile, then choosing Change Password. You are encouraged to change your password and update your school's master email address when you first sign in. Having an active email address on file for your school account will allow you to retrieve a lost password in the future.

### **What is the difference between signing in using a school ID and signing in with an email address?**

Signing in using the school ID gives you full access to all school-related tools and options. This is a school's "master account." Users who are not members of a school's senior administration team should login with individual accounts, using their personal email address. These accounts may have varying levels of access depending on the role of the individual.

### **What if I don't have a head coach for one of my sports?**

If your school plans to field a team in the sport, you may activate the sport without assigning a coach immediately. However, a qualified head coach must be assigned to the sport before the sport's roster information can be entered. We urge you to assign coaches to all your sports by August 31 so that an accurate staff listing can be published in the printed school directory.

### **Are there any new eligibility requirement changes or new eligibility questions from last year?**

There have been no changes in rules or requirements, however you will notice a difference when completing eligibility questions. The eligibility form is now presented in an interactive format that is designed to reduce the length of the form (ie. fewer clicks).

### **Will I be able to change a student's core information once the student becomes eligible?**

No. The core information can be corrected until you complete and save the student's eligibility form. After that time, the student's core details can only be changed by contacting the association office.

### **Will my returning athletes be in the system when I log in for the first time?**

Yes. All students eligible to return will be listed under Students/All Students and will initially appear in an ineligible state. New students can be added and eligibility forms can be completed for any student listed.

### **Can the Athletic Director see which staff members have attended a rules meeting or completed online rules training?**

Yes. Under Schools, click Training Roster for a detailed listing of the most recent training records of every member of your staff.

### **What must be done if my school co-ops with another school?**

The association office approves cooperative programs on an annual basis. Each year, schools wishing to participate in a cooperative program must prepare and file the necessary forms with the state office prior to the first practice date in the sport(s) involved. Once approved, your Active Sports listing will be updated to record the status of cooperative program.

### **Where can I find information that shows my Non-Faculty Coaches and/or Classified Employee Coaches have taken the required training?**

Under the Training menu you are able to view a list of all staff members and their status regarding training/rules meeting attendance.

### **Why can't [name any task] be done through the Portal?**

Over the coming months and years we will be adding additional functionality to the Portal with the goal of reducing and/or eliminating paperwork and improving recordkeeping for both school and association staff. You can always use the feedback form at the bottom of each page to make suggestions on how we can improve the Portal.

### **Is the new Portal a native app (something that I have to download)?**

No download is necessary. The Portal is a pure web application accessible through any browser.

**Will the new Portal run on my Apple or Windows desktop? Do I have to have a smartphone to access it?**

The only requirement to use the Portal is that you have a web browser. Browsers are available/included on nearly any platform from desktop computers to smartphones, tablets and even game consoles.

The Portal will function best when accessed using the two most recent versions of the following browsers: Chrome, Firefox, Safari and Internet Explorer. While other browsers may work, we aren't able to guarantee that every feature will work as intended. Regardless of the browser you use, you will need to enable cookies and JavaScript.



## 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](http://www.tiaaa.org)  
National Interscholastic Athletic Administrators Association NIAAA ([www.niaaa.org](http://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](http://www.gym2jury.com) and select "Subscribe Now" – Subscription code is NIAAA)



2014-15 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 \_\_\_\_\_

TIAAA/NIAAA Joint Membership (Optional): Fee of \$105.00 \_\_\_\_\_

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

\*If your school will also be competing at the TMSAA level, please complete and sign the separate TMSAA Membership Invoice for your middle school found online. We must have a signed invoice for your middle school on file in order for the catastrophic insurance to be in effect for athletes in this division.\*

Your signature below indicates that your school is responsible for the fees listed on this form. You also acknowledge that all coaches who are submitted online have met the requirements as stated in Article I, Section 9 of the TSSAA Bylaws. This bylaw requires all classified employees and non-faculty coaches to complete the NFHS "Fundamentals of Coaching" and "First Aid, Health, & Safety for Coaches" courses online prior to coaching. Coaches who have completed the ASEP Coaches Education Course and the TSSAA Online Coaches Training Session prior to May 15, 2013 are exempt from the new NFHS requirements.

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**