



2026-27 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 TSSAA Regional Meeting
- Attendance of Rules Meetings for each sport
- 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 non-faculty coaches or classified employees regarding the fulfillment of [coaches education requirements](#) as outlined in Article 1 Section 9 of the TSSAA bylaws if necessary.





July

- Login to the TSSAA Portal and submit your Membership Statement. The signed membership contract should be uploaded by August 1 and payment must be submitted by September 1. [TSSAA Membership](#)
- 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 fall sports
 - GOLF – JULY 27, 2026
 - FOOTBALL – AUGUST 17, 2026
 - OTHER FALL SPORTS – AUGUST 17, 2026
 - Make sure player physical and permission to treat forms are on file for all fall athletes





July (continued)

- Review with and distribute to all coaches:
 - Dates for all [rules meetings](#)
 - [TSSAA Sports Calendar](#) for each sport
 - [Health & Safety Policies](#)
- 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. Contact Kim Alley at kalley@tssaa.org.
- Review the [Catastrophic Insurance Policy](#)
- [Request Rules Books](#) for your fall sports through the TSSAA Portal





August

- Submit eligibility lists and schedules on TSSAA Portal by first contest date of sport
 FOOTBALL – AUGUST 17, 2026
 OTHER FALL SPORTS – AUGUST 17, 2026
- Confirm Rules Meetings attendance for fall sports
- Coaches should review the TSSAA Sports Regulations that pertain to their sport.





September

- Attend a [TSSAA Administrators' Meeting](#)
- Submit eligibility lists and schedules on TSSAA Portal for Winter Sports by first contest date of sport as specified in the TSSAA Sports Calendar

BOWLING – SEPTEMBER 28, 2026





October

- If hosting a postseason 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 - November 16, 2026
 - BASKETBALL - November 23, 2026
- 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.
- 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 TSSAA bylaws for Regional Meetings
- [Request Rules Books](#) for your winter sports through the TSSAA Portal





November

- Have a representative attend a TSSAA Regional Meeting.
- 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 - November 16, 2026
 - BASKETBALL - November 23, 2026





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 postseason 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.
- [Request Rules Books](#) for your spring sports through the TSSAA Portal





March

- Submit eligibility lists and schedules on TSSAA Portal by first contest date of sport
 - Girls Flag Football, Boys & Girls Lacrosse, Boys & Girls Tennis - MARCH 1, 2027
 - Baseball, Softball, Soccer, Track & Field - MARCH 8, 2027
- 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.
- Physicals performed on or after April 15, 2027 meet the TSSAA requirement for the summer of 2027 as well as the entire 2027-2028 school year. Physicals performed prior to April 15, 2027 will satisfy the TSSAA requirement for activities conducted through the summer of 2027 prior to the first day of practice for Fall Sports for the 2027-28 school year.





May

- If hosting a postseason tournament, schedule officials and complete financial report
- Recognize individuals or your entire team with a TSSAA Academic Achievement Award





Who to Contact

Email is first initial and last name @tssaa.org

- A.F. Bridges Awards...Paul Griffith
- Awards...Shonnie Speicher (HS), Emily Crowell (MS)
- Board, Council, & Regional Meeting Proposals...Mark Reeves, Lauren Jones
- Catastrophic Insurance...Mark Reeves, Joe Blair
- Cheerleading & Dance...Lauren Jones
- Classification...Mark Reeves (HS), Richard McWhirter (MS)
- Coaches' Education & Requirements...Joe Blair, Lamar Lee
- Cooperative Agreements...Heather Carter, Halie Tunks
- Eligibility...Lauren Jones, Mark Reeves, Richard McWhirter, EJ Wood, Matthew Gillespie, Emily Crowell, Joe Blair, Heather Carter
- Ejections / Appeals...EJ Wood
- Finances of Association...Mark Reeves, Brenda Dwyer
- Fines...Kim Alley, Brenda Dwyer
- Hall of Fame, Hall of Champions, Hall of Champions Game Requests...Heather Carter, Mark Reeves
- Hardships...Mark Reeves & Lauren Jones (HS), Richard McWhirter & Emily Crowell (MS)
- Marketing...Courtney Brunetz
- Media Relations...Matthew Gillespie, Heather Carter
- Membership...Shonnie Speicher
- Mr./Miss Basketball, Mr. Football Awards...Matthew Gillespie, Heather Carter
- NFHS Network...Matthew Gillespie
- Officials...David Uyl, Kim Alley
- Reporting of Unsportsmanlike Incidents...EJ Wood, Kim Alley
- Sports Medicine...Joe Blair
- State Championships...Emily Crowell
- Student Services...Courtney Brunetz, Paul Griffith
- Student Advisory Committee...Lexie Crawford, Lamar Lee
- Technology, Website, & Portal Support...Bradley Lambert, Shonnie Speicher
- Tickets & Digital Ticketing...Lamar Lee
- Middle Schools...Richard McWhirter, Emily Crowell
- Tournament Sanctioning and Approval...Kim Alley
- TSSAA News...Matthew Gillespie, Bradley Lambert

SPORTS

Baseball...EJ Wood (HS), Emily Crowell (MS)

Bowling...Matthew Gillespie (HS), Emily Crowell (MS)

Football...Richard McWhirter

Soccer...Joe Blair

Tennis...Courtney Brunetz

Unified Sports...Emily Crowell

Wrestling...Joe Blair

Heather Carter (Girls)

Basketball...EJ Wood (HS), Richard McWhirter (MS)

Cross Country...Richard McWhirter

Golf...Matthew Gillespie

Softball...Emily Crowell

Track...Richard McWhirter

Volleyball...Shonnie Speicher

Lacrosse...Joe Blair (HS),





TSSAA Sports Calendar

- Individual Sports Calendars are located on our [website](#) and in Article IV of the TSSAA/TMSAA Bylaws





Eligibility

Consult the [TSSAA Consitution & 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 Coaches

- Head and assistant coaches may be full-time certified teachers, retired educators, classified employees, or non-faculty coaches.
- All non-faculty 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.
- All classified employees must complete the NFHS “Fundamentals of Coaching” course 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 him/her assuming the coaching position and working with athletes.
- 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 complete the online rules meeting in the sport involved by the established deadline set by TSSAA. The penalty shall be a fine of \$50 if this requirement is not met.

Schedule of Rules Meetings

Coaches who do not meet the deadline must complete a make-up online meeting if they missed the face to face meeting or did not complete the online meeting by the original deadline. If not, the head coach will not be eligible to coach in the post-season tournament series.





TSSAA Membership





Becoming a Member





Qualifications

- Must be secondary school in Tennessee
 - which is a Category 1, 2, 3, or 4 school
- AND
- which includes grades 9 and/or higher for High School or grades 6th, 7th, or 8th for Middle School
- AND
- which is approved by the State Department of Education, State Department of Education approved agencies, AdvancEd, and/or the Southern Association of Independent Schools

*Note: A Category 1, 2, 3, or 4 school that terminates with the 6th grade may be a member for the purposes of forming a cooperative program for the 6th grade students only.





How to Join

- Schools desiring membership in TSSAA must make application to the Board of Control.
- By completing the [New Member Request Form](#), you are asking the TSSAA Board of Control to consider your application for membership at their next Board of Control Meeting. (This form must be completed at least one week prior to the next Board Meeting.)
- Board of Control Meeting Schedule:
 - August 17, 2026
 - November 19, 2026
 - January 14, 2027
 - March 3, 2027
 - June 8-10, 2027





Renewing Your Membership





Dates

- Membership renewal information will be available in July on the TSSAA Portal.
- A signed membership contract must be uploaded to the TSSAA Portal by August 1
- Membership payment must be submitted to the TSSAA office by September 1





Membership Dues

- The annual membership dues will be \$1.50 per student (based on ADM for the current classification period).
- The minimum total membership fee for a school shall be \$300.
- High schools that include both middle school and high school grade configurations (i.e. grades 6-12 or K-12) will pay the high school membership fee and may choose to join at the middle school level for an additional membership fee of \$150.
- The maximum membership fee for a high school shall be \$2,500. The maximum membership fee for a middle school shall be \$1,500.

This formula consolidates membership dues, catastrophic insurance assessments, and team participation fees* into a single fee based on school enrollment.

** The high school wrestling weight management assessment will be \$5 per wrestler.*





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. This requirement applies whether the coach is paid a supplement or is an unpaid volunteer.
- Schools must pay a \$75 fee per Non-Faculty Coach. Schools are not required to pay the \$75 fee for Classified Employees.





TIAAA Membership

- If you wish to join the Tennessee Interscholastic Athletic Administrators Association & National Interscholastic Athletic Administrators Association, indicate so on your membership statement and \$180 will be added to your membership dues
- Questions about the TIAAA should be directed to Greg Wyant at wyantg@rcschools.net





TSSAA ID Cards

- Upon receipt of all membership dues and a signed membership invoice, all TSSAA member high schools will be mailed 10 ID Cards (middle schools receive 6 ID 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 package containing these cards is mailed using USPS tracking to ensure arrival at your school. These cards cannot be replaced.
- Administrators of member schools will be permitted to sign in at TSSAA State Championship events.





Rulebooks and TSSAA Publications

- As part of your membership fee, your school may request one rules book for each sport through the TSSAA Portal. Once requested, the rules books will be delivered digitally to coaches through the use of the NFHS Rules App.
- Printed rules books and other items can be ordered using the "Publication Order Form" located in the Portal forms area.





High School and Middle School 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.





Outstanding Fines and Late Penalties

- Schools will not receive their membership packet, including ID 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.

