



## 2023 TYSA FEE & GAME DAY ROSTERS PROCEDURES

### REGISTRATION FORM

- Only the TYSA-sanctioned registration form will be used. This form can be found on [www.tnysa.com/forms](http://www.tnysa.com/forms).
- If a community is doing **EXCLUSIVE** electronic registration, the online form must match the TYSA-sanctioned registration form in its entirety. The Parent/legal guardians digital signature must be affixed signature to this online form.
- These registration forms must be completely filled out and signed. Both parents' information must be on the form, even if the child only lives with one of the parents.
- if the community is doing **EXCLUSIVE** online registrations, with no paper registration forms used, they **will not need** to print the registration form for the Team Books. Instead, a report showing the following will be acceptable and will be placed in the front of the Team Book
  - players name
  - date of birth
  - school
  - last team/community played for
  - parent/legal guardian digital signature

### CODES OF CONDUCT

- All of these forms can be found on the TYSA website on [www.tnysa.com/forms](http://www.tnysa.com/forms)
- **Athletes Code of Conduct** – ALL players/cheerleaders must sign acknowledging they understand what is expected of them to be eligible to participate and what behavior is unacceptable and the consequences of that unacceptable behavior. Make sure the younger ones have a basic understanding. These Codes of Conduct must be kept in the Team Book.
- **Parents Code of Conduct** – ALL parents / legal guardians must sign acknowledging they understand what is expected of them and what behavior is unacceptable and the consequences of that unacceptable behavior. The Concussion Policy must also be signed by the parents/legal guardians acknowledging their understanding of the procedures that must be followed as directed by Tennessee State law. They must also understand the Return to Play procedure. These signed Codes of Conduct must be kept in the Team Book
- **Coaches Code of Conduct** – ALL coaches must sign acknowledging they understand what is expected of them and what behavior is unacceptable and the consequences of that unacceptable behavior. The Concussion Policy must also be signed by the coaches acknowledging their understanding of the procedures that must be followed as directed by Tennessee State law. They must also understand the Return to Play procedure. These signed Codes of Conduct must be kept in the Team Book.
  - Coaches must also complete the **Online Coaches Code of Conduct**, which can be found at [www.tnysa.com/coaches-code-of-conduct](http://www.tnysa.com/coaches-code-of-conduct). This form will be kept on file with TYSA.
- If a community is doing **EXCLUSIVE** electronic registration, the Codes of Conduct may be included digitally however it must match the TYSA-sanctioned Codes of Conduct form in its entirety. Athletes and parent/legal guardians digital signature must be affixed to the online form.

## BIRTH CERTIFICATES or GOVERNMENT BIRTH DOCUMENTS

- Must be State-issued, notarized, and/or state seal affixed to the birth certificate **ONLY**.
- **ABSOLUTELY NO** mother's or hospital copy will be accepted.
  - Parent's/legal guardians can go to any local health department office and request one, and is usually issued within 15-30 minutes.
  - They can also request one online from the State of Tennessee, Dept. of Health, Office of Vital Records. This process takes days or even weeks to complete.
  - If a player's packet presents at Fee Day without the proper Birth Certificate or Government-issued birth document, the player will be removed from the roster and will not be allowed to play the season.
  - Copy of the player's current passport may also be used. If using a birth certificate from a foreign country, the necessary information must be in a language that can be understood by the auditing community.
- **Copies must be legible** – if you can't read them, neither can the auditor.

## FEE & GAME DAY ROSTERS

**DO NOT CHANGE ANY SPACING, POSITION, FONTS, FONT SIZES, ETC. ON ANY ROSTER.  
DO NOT "PASSWORD PROTECT" ANY FORMS THAT WILL BE SUBMITTED TO TYSA**

- **ALL Rosters must be typed**
  - The players name on the rosters must match the name on the birth certificate.
  - If a child has a nickname or a called by name, that name may be listed in parenthesis or quotation marks.
  - If the child last name has changed from the name on the birth certificate, due to adoption, etc. copies of the final papers should be included in the player's packet. Be discreet with this personal information.
- **Fee Rosters** names listed alphabetically, **Last Name then First Name**.
  - Players name must be exactly as it is on the birth certificate.
  - If a child has a nickname or a called by name, that name may be listed in parenthesis or quotation marks next to the proper name.
  - All school information must be filled out. If left blank it will be assumed that child does not attend school and will be ineligible to play.
  - If they are "**home schooled**" type that in the appropriate column
- **Game Day Rosters** names listed **Numerically by Jersey Number**
  - Players name must be exactly as it is on the birth certificate.
  - If a child has a nickname or a called by name, that name may be listed in parenthesis or quotation marks next to the proper name.
  - There is no regard to whether the player is a double-striper or single-striper.
  - Type first name then last name.
  - These rosters will be used as Game Day Announcers form also.
- Rosters will be delivered to TYSA Secretary on Fee Day by electronic means (thumb drive) or emailed, prior to 10:00 am of Fee Day.
- After Fee Day, rosters will have an electronic signature applied and then rosters for all teams will be emailed to each community's TYSA Commissioner for distribution to their community's coaches.
- When the TYSA Commissioner forwards the signed Game Day Rosters to each Head Coach, those coaches are urged to check and proof each roster for any mistakes then make multiple copies of it. It is suggested that at least one of the assistant coaches has copies of the rosters.
- \*A Division\* teams will be declared, and paperwork turned in on the regular TYSA Fee Day.
- Additions to any team are permitted in the week between Book Review and Fee Day. Players added must be reported to the person/community who reviewed your books by completing a new Game Day Roster and Fee Day Roster and then on Fee Day, the revised Game Day and Fee Day Roster, along with the registration form and birth certificate will be presented for final review before fees are paid.
- Any roster that has a player's name and/or jersey /number hand-written on it will be considered an illegal roster and **WILL** cause the presenting team to forfeit the game.

- It is the **COACHES RESPONSIBILITY** to provide their “signed” game day roster at all games!  
No Roster = Game Forfeit.
- If the Game Day Roster is not signed, the team presenting the unsigned roster **WILL** forfeit the game.
- If any **player’s packet is incomplete on Fee Day**, that player **WILL NOT** be allowed to play for the season.
- If a **Team Book is incomplete on Fee Day**, that team **WILL NOT** be allowed to play for the season.

**NO EXCEPTIONS and NO EXTENSIONS WILL BE GRANTED**

## PICTURE ID SHEETS

- ~~Starting this season, TYSA will be requiring Picture ID sheets for teams.~~
- ~~In 2010 the \*A Division\* teams will be required to have this sheet attached to the Game Day Roster when presented at weigh-in.~~
- ~~These sheets will contain~~
  - ~~Players picture~~
  - ~~Players name as on the Fee Day & Game Day rosters~~
  - ~~Jersey number~~
  - ~~Date of birth~~

## ROSTER CHANGES

- After Fee Day, only the TYSA President or Vice-President can approve a Game Day roster change.
- If a roster change is required the community’s TYSA Commissioner will complete the online Roster Change Request which can be found at [www.tnysa.com/roster](http://www.tnysa.com/roster) no later than Monday by midnight.
- These changes include
  - Moving a player up to a different team
  - Correcting a misspelled name
  - Jersey number change
    - If player will be permanently assigned to a rostered blood jersey, there needs to be a Roster Change request made
  - Adding additional blood jerseys
  - Change in Head Coach. Will not be required to submit changes to assistant coaching staff.
- After the Vice-President or President approves the submitted change, a signed and dated Roster Change Confirmation form will be sent to the community’s TYSA Commissioner, who will forward it to the head coach of the team(s) affected by the change.
- The Roster Change Confirmation form must be attached to the teams Game Day rosters from that day forward in order for the player or Head Coach to be eligible to be on the field.
- The Roster Change Confirmation form will be emailed no later than Wednesday by midnight.
- Please note: **NO new rosters** will be issued, only the Roster Change Confirmation form

## TEAM BOOKS

An individual “Team Book” will be created for each team in the community. Teams will not be grouped together in one book

Ideally these books should be, **2” Binder with pockets on the inside flaps**. All the necessary paperwork fits nicely in this size; easy to flip through for auditing, easy to transport and easy to store. The plastic “milk crate” storage boxes works great for carrying and storing the Team Books.

**1) On the outside cover**, identify the following

- COMMUNITY
- YEAR
- TEAM
- HEAD COACH

**2) In the inside pocket** put the

- current typed Game Day Roster [www.tnysa.com/forms](http://www.tnysa.com/forms)
- current typed Fee Roster [www.tnysa.com/forms](http://www.tnysa.com/forms)
- ~~the team's Picture ID sheets~~
- blank 2021 Registration & Roster Audit Report [www.tnysa.com/forms](http://www.tnysa.com/forms)

**3) In vinyl sheet protectors** – have enough for each player and coach

**PLAYERS'** sheet protector will include

- signed [Registration Form](#)
- signed [Parents Code of Conduct](#)
- signed [Athletes Code of Conduct](#)
- signed [Athlete Concussion Policy](#)
- player's [government-issued birth document](#) – legible copy; **NO** mother's or hospital copy

**COACHES'** sheet protector will include

- signed [Coaches Code of Conduct](#)
- signed [Coaches Concussion Policy](#)
- current [certification card or proof of certification](#)

***When the team books are returned to the community, please keep them in a secure location due to the confidential and sensitive nature of the documents they contain.***

***Coaches should not be given these books.***



Plastic “milk-crate” storage boxes, for carrying and storing Team Books





**MT. JULIET  
BEARS  
2023  
BBB  
Head Coach  
Sean Wright**

**TENNESSEE YOUTH SPORTS ALLIANCE - FOOTBALL "FEE" ROSTER**  
COMMUNITY: \_\_\_\_\_ SEASON YEAR: 2021 HEAD COACH: \_\_\_\_\_ TEAM: \_\_\_\_\_

PLAYER'S NAME <i>Last Name then First Name</i>	JERSEY NUMBER	LAST TEAM	LAST YEAR'S COMMUNITY	DATE OF BIRTH <i>mm/dd/yyyy</i>	TIFA AGE	SCHOOL
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TYPE AND LIST EACH PLAYER ALPHABETICALLY BY LAST NAME THEN FIRST NAME

**TYSA GAME DAY ROSTER**

COMMUNITY	COUNTERSIDE	TEAM	YEAR	GAME DATE
LIST ALL PLAYERS NUMERICALLY BY JERSEY NUMBER, FIRST NAME then LAST NAME				
JERSEY NUMBER	PLAYER'S NAME			

**TENNESSEE YOUTH SPORTS ALLIANCE  
2021 ROSTER AUDIT REPORT**

TEAM COMMUNITY	TEAM AGE DESIGNATION	SLIDING COMMUNITY	SLIDING TEAM (please print)
<b>TEAM BOOK</b> Number of registration packets Each registration packet contains Registration Form, signed Parents Code of Conduct & Commissioner's Form, signed Parents Code of Conduct, signed Birth Certificate / Government-issued Birth Document Name on registration form matches name on Birth Certificate / Government-issued Birth Document Date of Birth on registration form matches Birth Certificate / Government-issued Birth Document The above community is exclusive on-line registration	<b>FEE ROSTERS</b> Number of players listed on Fee Roster if community does on-line registration, each registration packet contains Birth Certificate / Government-issued Birth Document Name on registration form matches name on Fee Roster Date of Birth on registration form matches the Date of Birth on Fee Roster Jersey Number on Fee Roster matches jersey Number on Game Day Roster Players are listed alphabetically, last name then first names	<b>GAME DAY ROSTERS</b> Number of players listed on Game Day Roster Name on Fee Roster matches the name on Game Day Roster The TYSA age is appropriate for the team rostered on Jersey Number on Game Day Roster matches jersey number on Fee Roster Players are listed numerically by Jersey Number Blood jerseys are listed and do not conflict with any player's jersey numbers Coaches listed on Game Day Roster match those in the Team Book and have a valid certification number or proof of certification	

To be placed in the front pocket;  
completed Fee Day Roster and  
Game Day Roster, and  
blank Roster Audit Report

IF ON IT or UNKINDRED IS AN ILLEGAL ROSTER  
RESERVING TEAM TO FORFEIT THE GAME

