



2022 TYSA FEE & GAME DAY ROSTERS PROCEDURES

Sun. Aug. 14 - TYSA Board Meeting – Location LifePoint Church @ 2:00 pm.

All communities **MUST** bring their completed team books for review and audit.

Sun. Aug. 21 - TYSA Fee Day – Location LifePoint @ beginning at 2:00 pm

All fees are due & payable on this day. Each community will have a time scheduled to be present

REGISTRATION FORM

- Only the TYSA-sanctioned registration form will be used. This form can be found on 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
- **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. 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 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
- current typed Fee Roster www.tnysa.com/forms
- ~~the team's Picture ID sheets~~
- blank 2021 Registration & Roster Audit Report 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





TENNESSEE YOUTH SPORTS ALLIANCE - FOOTBALL "FEE" ROSTER

COMMUNITY: _____ SEASON YEAR: **2021** HEAD COACH: _____

PLAYERS NAME <i>Last Name then First Name</i>	JERSEY NUMBER	LAST TEAM	LAST YEAR'S COMMUNITY	DATE OF BIRTH <i>month/day/yy</i>	TYFA AGE	SCHOOL
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						

2021 TYSA Football

TENNESSEE YOUTH SPORTS ALLIANCE
2021 ROSTER AUDIT REPORT

TEAM: _____ COMMUNITY: _____ AUDITOR'S NAME (please print): _____

TEAM BOOK	TEAM ROSTERS	GAME DAY ROSTERS
Number of registration packets	Number of players listed on Fee Roster	Number of players listed on Game Day Roster
Each registration packet contains	If community does on-line registration, each registration packet contains	Name on Fee Roster matches the name on Game Day Roster
signed Registration Form	Birth Certificate / Government-issued Birth Document	The TYSA age is appropriate for the team rostered on
signed Parents Code of Conduct & Concussion Form	Name on registration form matches name on Fee Roster	Jersey Number on Game Day Roster matches jersey number on Fee Roster
signed Youth's Code of Conduct	Date of Birth on registration form matches the Date of Birth on Fee Roster	Players are listed numerically by Jersey Number
Birth Certificate / Government-issued Birth Document	Name on registration form matches the Date of Birth on Fee Roster	Jersey Number on Game Day Roster matches jersey number on Fee Roster
Name on registration form matches name on Birth Certificate / Government-issued Birth Document	Jersey Number on Fee Roster matches jersey number on Game Day Roster	Players are listed numerically by jersey number
Date of Birth on registration form matches Birth Certificate / Government-issued Birth Document	Players are listed alphabetically - last name then first name	Coaches listed on Game Day Roster match those in the Team Book and have a valid certification number or proof of certification
The above community is exclusive on-line registration		
Coaches listed on Game Day Roster have proof of USA Football certification, signed Code of Conduct in the book, and signed Concussion Policy		

2021 TYSA Football

TYSA GAME DAY ROSTER

COMMUNITY: _____ COACHES: _____ TEAM: _____ YEAR: **2021** GAME DATE: _____

LIST ALL PLAYERS NUMERICALLY BY JERSEY NUMBER, FIRST NAME then LAST NAME

JERSEY NUMBER	PLAYER'S NAME
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	
12	
13	
14	
15	
16	
17	
18	
19	
20	

DO NOT SIGN THIS ROSTER UNTIL YOU HAVE CHECKED ALL INFORMATION AND CORRECTED ANY ERRORS

BY: _____ DATE: _____

COACHES: _____

IF ON IT or UNSIGNED IS AN ILLEGAL ROSTER RESULTING IN FORFEIT OF THE GAME

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

Parents Code of Conduct & Athletes Code of Conduct goes behind the registration form

Parents Concussion Policy form goes behind the birth certificate form

2021 ATHLETE'S CODE OF CONDUCT

2021 PARENT'S CODE OF CONDUCT

MT. JULIET BEARS

2021 FOOTBALL AND CHEERLEADING REGISTRATION FORM

☐ FOOTBALL ☐ CHEERLEADING

CHILD'S NAME AS IT APPEARS ON BIRTH CERTIFICATE _____ DATE OF BIRTH (month/day) _____ AGE ON JULY 31, 2021 _____

CHILD'S HOME ADDRESS _____ CITY _____ ZIP _____

NAME _____ GENDER ☐ MALE ☐ FEMALE HOME PHONE NBR (inc. area code) _____ CELL PHONE NBR (inc. area code) _____

NO YES EXPERIENCED PLAYER/CHEERLEADER ☐ YES YES EXPERIENCE WHAT TEAM / COACH DID YOU PLAY / JOINED ON LAST YEAR NO YES

NAME OF SCHOOL CHILD WILL BE ATTENDING IN FALL, 2021 _____ WILL CHILD BE HOME SCHOOLED? _____ GRADE IN FALL, 2021 _____

CHILD LIVES WITH _____ MOTHER _____ FATHER _____ BOTH PARENTS _____ LEGAL GUARDIAN _____

MOTHER or LEGAL GUARDIAN INFORMATION FATHER or LEGAL GUARDIAN INFORMATION

NAME _____ ADDRESS _____ CITY, STATE, ZIP _____ PHONE NBR (inc. area code) _____

NAME _____ ADDRESS _____ CITY, STATE, ZIP _____ PHONE NBR (inc. area code) _____

INFORMATION AND SIGNATURE FORM FOR TSYA ATHLETES & PARENTS/LEGAL GUARDIANS

(Adapted from CDC "Heads Up Concussion in Youth Sports")

Public Chapter 148, effective January 1, 2014, requires that school and community organizations sponsoring youth athletic activities establish policies to inform and educate coaches, youth athletes and other adults involved in youth athletics about the nature, risk, and symptoms of concussion head injury.

Read and keep pages 1-4 Sign and return the signature page 3

A concussion is a brain injury. Concussion can occur without loss of consciousness. Concussion can occur without loss of consciousness. Concussion can occur without loss of consciousness.

What are the signs and symptoms of a concussion?

Signs and symptoms of a concussion include:

- Most common
- Athletes who are
- Young children
- Young children

WHAT ARE THE SIGNS AND SYMPTOMS OF A CONCUSSION?

Signs and symptoms of a concussion include:

- Most common
- Athletes who are
- Young children
- Young children

STATE OF TENNESSEE
Office of Vital Records

CERTIFICATE OF DEATH

DATE OF DEATH: 08/14/2021

DECEASED'S NAME: [REDACTED]

DATE OF BIRTH: 08/14/2021

PLACE OF BIRTH: [REDACTED]

CAUSE OF DEATH: [REDACTED]

DATE OF DEATH: 08/14/2021

DECEASED'S NAME: [REDACTED]

DATE OF BIRTH: 08/14/2021

PLACE OF BIRTH: [REDACTED]

CAUSE OF DEATH: [REDACTED]

For ease in auditing, place the registration form on top on the left and the corresponding birth certificate on top on the right.

If community is exclusive electronic registration, place birth certificates in sheet protectors, side-by-side, so auditor can visualize each one. The registration form, Parents Code of Conduct and Athletes Code of Conduct and Parents Concussion Policy form will have been electronically signed and should be indicated on the print-out that is placed in the front of the book.

EACH Coaches Code of Conduct, Coaches Concussion Policy and copy of their certification card or proof of their certification goes at the back of the book in individual sheet protectors

INFORMATION AND SIGNATURE FORM FOR COACHES

(Adapted from CDC "Heads Up Concussion in Youth Sports")

Read and keep pages 1-3 Sign and return the signature page 4

THE FACTS

A concussion is a brain injury. Concussion can occur without loss of consciousness. Concussion can occur without loss of consciousness.

CONCUSSION?

What are the signs and symptoms of a concussion?

Signs and symptoms of a concussion include:

- Most common
- Athletes who are
- Young children
- Young children

WHAT ARE THE SIGNS AND SYMPTOMS OF A CONCUSSION?

Signs and symptoms of a concussion include:

- Most common
- Athletes who are
- Young children
- Young children

2021 COACHES CODE OF CONDUCT

I will place the emotions and physical well-being of my players/cheerleaders ahead of a personal desire to win or an aggressive attitude toward referees and game officials.

I will treat each player/cheerleader as an individual, remembering the large range of emotional and physical abilities and challenges for all my players/cheerleaders.

I will teach these rules to my players/cheerleaders and ensure they understand and agree to them.

I will not use physical force or aggression to discipline my players/cheerleaders.

I will not use profanity or derogatory language to my players/cheerleaders.

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I will not use profanity or derogatory language to my players/cheerleaders.