

## APPLICATION CHECKLIST

This checklist is designed to assist you in the preparation of your entry application. The numbers in the margin are references to specific rules where you will find more details. The uses of the words "church" and "pastor" applies to High School division teams only, and the uses of the words "school" and "principal" apply to the Middle School divisions. Be sure to have all proper signatures to certify each area. The signature gives the Lutheran Basketball Association of America the authority to verify all information and use the names, tournament statistics, information and photographs for LBAA promotional material.

Be sure to use the correct application form. You can find the current application forms at <http://www.lbaa.org> Download and complete the forms on your computer and submit a printed copy. Please send the completed application forms along with your \$250 entry fee to the address listed on the last page of this checklist.

**3.02** Submit an affidavit of explanation if you did not participate in a league this year.

**3.03** Provide won/loss records and the names of all leagues and tournaments in which your team has participated to date, as well as, the names of any tournaments and the number of games remaining on your schedule. (Use a separate sheet of paper if necessary). The selection committee will use this information when making difficult selections. Failure to add this information to Mr. Woest could result in the team not being selected.

**3.04** Prepare a separate application for each church of a combined team.

Complete all pages except for the place for signature of your pastor or principal. Call your church or school office for any information that you do not know.

**4.04** If applicable, indicate "non-member" next to player's name (Applies to church sponsored teams only. **Players on school sponsored teams must all be from that school**).

**4.10** Only three staff persons are allowed per team, so if you have more you will have to choose which of the three are rosters and are therefore eligible for awards, free admission, etc.

**4.12** Review all birth dates and ages to determine if players are over age or if an affidavit of enrollment is required from any player's school principal. Affidavits must be on school stationery for both high school and middle school players.

**4.15** Make sure players do not print their signature.

Each player's name should be as they want to see it in the tournament program book.

**4.15** Birth dates should be provided in the M/D/Y format. Compare birth dates to driver's license or birth certificates. You may mail a copy of the birth certificate when applying which will accelerate your registration at the tournament.

**4.17** Schedule a team meeting or practice to which all players bring their driver's licenses and/or birth certificates, as applicable.

**5.02** When you are satisfied that your application is complete in all respects, make a copy of it for your records. **MAIL THE ORIGINAL APPLICATION AND YOUR ENTRY FEE OF \$250 SO IT WILL BE RECEIVED BY MARCH 1 (EXPRESS IF NECESSARY)** to Mr. Charlie Woest, 2100 Castle Pines Dr., Raleigh, NC 27604. Also email the form to Mr. Tom Schultze at [schultze@midwest.net](mailto:schultze@midwest.net). (Emailed forms do not have to have signatures) **The original application and entry fee must be received by Mr. Charlie Woest and Mr. Tom Schultze by March 1, or your team will not be considered for the National Tournament of Champions.**

**5.04** Arrange to have your pastor/principal sign the forms. Be sure to take the LBAA rules and regulations with you so he or she can read them before the application is signed and sealed. Do not obtain the signature before the application is complete.

Be sure the signer of the application indicates the number of players being certified.

**5.05** Arrange to obtain your league's certification and, again, be sure to take the LBAA rules with you. Also obtain copies

**5.06** Except for signatures, complete the league certification section on the back page. The individual who signs the certification cannot be a member of your team, church or school!

Complete the application form on your computer and proof it carefully.

**5.07** Submit a copy of your league rules, league roster, league schedule and standings. Be sure the signer of the application indicates the number of players being certified. Before mailing your application, re-read the rules and regulations one more time to be sure that you have not overlooked anything.

**7.02** You must have two sets of acceptable uniforms! If you need another set, make arrangements now to either purchase or borrow a set that is of a lighter/darker color.

Be sure to include your check or money order for the entire entry fee made payable to the Lutheran Basketball Association of America.

**9.05** Complete the HOUSING REGISTRATION processes as directed on the Housing computer link.

**Send an original hard copy to:  
Charlie Woest  
2100 Castle Pines Dr.  
Raleigh, NC 27604**

**Also send a web copy to Tom Schultze: [schultze@midwest.net](mailto:schultze@midwest.net)**