

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 Grade 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.

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.

Make a photocopy of both sides of the application form so that you can prepare a rough draft of the information to be put into the application you submit, which must be typewritten or a computer printout.

Complete the front page 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. Be sure to provide us with addresses and phone numbers for all three persons.

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 grade school players.

4.14 Have the players complete the balance of the roster on your photocopy and have them sign both the original and photocopy in ink.

4.15 Make sure that they do not print their signature and make sure that the signature matches the signature on the ID that they will bring to Valparaiso.

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, school identification cards 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, school identification cards, 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 and MAIL IT SO IT WILL BE RECEIVED BY MARCH 1, 2008 (EXPRESS IF NECESSARY) to Mr. Charlie Woest. Then e-mail the form to Mr. Tom Schultze.

5.04 Arrange to have your pastor/principal sign and seal the church/school certification. 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 seal before the application is typewritten and 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!

Typewrite your entry application 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 different color.

Be sure to include your check or money order for the entire entry fee made payable to the LBAA.

9.05 Complete the HOUSING REGISTRATION processes as directed on the Housing Request page. Click the link below to take you directly to that page.

[Housing Request](#)

Be sure to include your check or money order for the entire entry fee made payable to the LBAA.

Send an original hard copy to Charlie Woest and a web copy to Tom Schultze