



New Member School Admittance Procedure

- Member or THSL administration identifies and prospective teams and reports to the BoD
 - BoD representative contacts a prospective member group and begin dialog
 - THSL gives application guidance to the group (Procedure identification and information gathering)
 - Prospective member provides an application and “general” program information for BoD review i.e.:
 1. General Description of community the program will serve
 2. Number of players (and schools represented – general)
 3. Long-term plan for single school sponsorship
 4. Short-term (1 or 2 years)
 5. Experience level of coaching staff
 6. Knowledge of league rules and game-types
 7. Ability to conform with seasonal submittal requirements (below)
 8. By-laws, budget and administrative support
 9. Site administrator
 10. Trainer (if planning home games initially)
 11. Understanding of fees and dues
 12. Familiarity with Website (THSL and SWLOA) data
 - BoD reviews complete application and approves (NO deadline)
- Coordinator notifies program of acceptance and requests “seasonal information” and payments i.e.:
1. Team Name
 2. Roster
 3. Insurance
 4. Contacts
 5. Assignor fees (prorated as appropriate)
 6. League Dues (prorated as appropriate)
 7. THSL website populated and fees collected
- THSL confirms seasonal submittals are complete and notifies team to submit schedule and game-types for coordination
 - New program schedule input to THSL or SWLOA site
 - THSL notifies SWLOA to begin assigning games for new member program.