

TIPS FOR COMPLETING MEMBERSHIP APPLICATION

When completing the membership application, please keep the following tips in mind.

BE SURE TO USE THE 2011-12 MEMBERSHIP APPLICATION.

1. Last name is first. Please put titles immediately after the last name, i.e. Jr., Sr., III, etc. (Include maiden name if newly married)
2. It is requested that the home address is used.
3. **PLEASE** complete the ZIP CODE boxes. It is not imperative to have the last four digits, but if known, please include.
4. All phone numbers need area codes.
5. Please provide birthdate – needed for insurance purposes.
6. Complete boxes for number of years as a coach.
7. Since active members must coach in VHSL member schools, the high school name must be printed in school boxes.
8. If a member last year, please provide membership card number.
9. Please list **ALL** coaching responsibilities.
10. **THE APPLICATION MUST BE SIGNED BY PERSON REQUESTING MEMBERSHIP.**
11. **THE LAST SECTION MUST BE COMPLETED AND SIGNED BY THE ATHLETIC DIRECTOR OR PRINCIPAL FOR ACTIVE MEMBERSHIP.**
 - Request for Life Membership **SHOULD** include the \$35.00 membership fee. Additional paperwork is required and will be sent upon receipt of initial application. This is a one time approval and you need only to complete an application, and pay the membership fee in succeeding years.
 - Checks should be made payable to **VHSCA**.
 - Enrollment period is July 1st - November 1st. No applications will be processed before July 1st. Requests for membership after November 1st will be processed **ONLY** if accompanied by certification that the coach was not hired prior to November 1st or is accompanied with an additional \$10.00 late penalty. **NO COACH WILL BE ALLOWED TO COACH IN AN ALL-STAR GAME IF NOT JOINED BEFORE NOVEMBER 1st.**
 - **LOST OR DESTROYED** Membership cards will be replaced for a charge of \$10.00. Upon receipt of the fee, replacement cards will be mailed.

ALL REQUESTS FOR MEMBERSHIP MUST BE MAILED TO:

VHSCA
38 Wine Street
Hampton, VA 23669

Office (757) 723-3330 • Office Fax (757) 325-9700
Mike's Cell (757) 303-1172 • Fax (757) 850-0005
Email: vhsca_keanel@yahoo.com