

VALLEY ATHLETIC ASSOCIATION
REFUND POLICY
Date: June 1, 2005

Withdrawals must be communicated to the Sports Commissioner and the VAA Administrative Personnel. All withdrawals should be communicated in a written format either electronically (e-mail) or written to the Commissioner. It is the policy of VAA to grant refunds under the following circumstances:

(Note: For VUSC Refunds, please refer to the VUSC Refund Policy)

FULL REFUNDS WILL BE ISSUED FOR:

- Participant tries out for a traveling team and does not make a team.
- There are not enough participants to form full teams and excess participants cannot be added to other rosters. Those that signed up last will be dropped.

REFUND LESS \$5.00 ADMIN FEE WILL BE ISSUED FOR:

- Participant withdrawal is communicated to the commissioner **prior to the formation of teams**.
- Participant changes sports prior to formation of teams for either sport. AMOUNT OF REFUND: Full amount transferred to new sport, If the transferred to sport has a cost less than the transferred from sport, the difference will be refunded less a \$5 administrative fee. If the transferred to sport has a cost greater than the transferred from sport, the participant will need to provide payment (via check or cash) prior to formation of teams. If payment is not received, participant will not be added.
- VAA makes a decision to change the format of a sport and participants are given the option of the alternative or refund (for example: if a sport does not have enough players to field a grade 9-12 team as planned and then decided to combine grades 7-12 on a team, those affected are notified and are given the option of playing on the 7-12 teams and they opt to not play.)

REFUNDS WILL NOT BE ISSUED FOR THE FOLLOWING CIRCUMSTANCES:

- Communication is not made to the Sports Commissioner of withdrawals.
- The teams have been formed and Commissioner has not granted an exception. If the participant withdrawal is communicated to the commissioner **after the formation of teams** the commissioner may grant an exception based upon the rationale for the withdrawal. AMOUNT OF REFUND: It is at the Commissioner's discretion as to whether a refund will be issued and what % refunded based upon cash outlay and when in the season the withdrawal has happened. The refund (if any) will have a \$5 administrative fee deducted.
- The sport was unable to grant teammate requests. The Commissioners attempt to honor requests but are not always able to do so. There are no guarantees that those requests will be granted.