

Team Name: \_\_\_\_\_

## **Waiting List Team Options**

- **Option 1– Prior to the Beginning of the Captains Meeting::**
  - Request a Full Refund either in person at the recreational sports office or via email to [imsports@vt.edu](mailto:imsports@vt.edu). (This would allow any players who were planning on playing with your team to play with any other teams that were scheduled into the regular season league.)
  - When requesting a refund here is the information needed:
    - The name of the person the refund should be processed to
    - How you paid (Credit Card, Check, Cash, Hokie Passport)
      - If you paid Check, Cash, Hokie Passport
        - Address of where check should be sent to
        - Expect 4-6 weeks for university refund to be processed/mailed
      - If you paid with Credit Card
        - Card Type (Visa/Mastercard)
        - Card Number
        - Expiration Date
  
- **Option 2 – Attend the Captains Meeting:**
  - Stay on the Waiting List to see if a spot should open due to a team that fails to be represented at the preseason captains meeting.
  - At the conclusion of the captains meeting if no spots have opened up for your team to fill you may request a Full Refund either at the meeting, in person at the recreational sports office, or via email to [imsports@vt.edu](mailto:imsports@vt.edu). (This would allow any players who were planning on playing with your team to play with any other teams that were scheduled into the regular season league.)
  - When requesting a refund here is the information needed:
    - The name of the person the refund should be processed to
    - How you paid (Credit Card, Check, Cash, Hokie Passport)
      - If you paid Check, Cash, Hokie Passport
        - Address of where check should be sent to
        - Expect 4-6 weeks for university refund to be processed/mailed
      - If you paid with Credit Card
        - Card Type (Visa/Mastercard)
        - Card Number
        - Expiration Date
  
- **Option 3 – After Attending the Captains Meeting:**
  - Stay on the Waiting List to see if a spot should open due to a forfeit during regular season play. (If you choose this option then you need to make sure that anyone who is planning on playing with your team if a spot opens up that they do not play on another team)

- At the conclusion of round robin play if no spots have opened up for your team to fill you may request a Full Refund either in person at the recreational sports office or via email to [imsports@vt.edu](mailto:imsports@vt.edu)
- When requesting a refund here is the information needed:
  - The name of the person the refund should be processed to
  - How you paid (Credit Card, Check, Cash, Hokie Passport)
    - If you paid Check, Cash, Hokie Passport
      - Address of where check should be sent to
      - Expect 4-6 weeks for university refund to be processed/mailed
    - If you paid with Credit Card
      - Card Type (Visa/Mastercard)
      - Card Number
      - Expiration Date

➤ **Option 4 – After Attending the Captains Meeting:**

(Will only be available depending on the number of teams that choose to stay on the Waiting List)

- Stay on the Waiting List to see if a spot should open due to a forfeit during regular season play. (If you choose this option then you need to make sure that anyone who is planning on playing with your team if a spot opens up that they do not play on another team)
- At the conclusion of round robin play if no spots have opened up for your team to fill you may request to be scheduled into the playoffs by completing a playoff conflict sheet and submitting it by 5:00pm on the final Wednesday of round robin league play. (Please be sure to write WAITING LIST TEAM at top of your sheet so that we know your team did not play during the regular season)
  - If your team only gets to play one game during the playoffs then a partial refund of your team registration fee will be given
    - The day following that playoff game you may request a the partial Refund via email to [imsports@vt.edu](mailto:imsports@vt.edu)
    - When requesting a refund here is the information needed:
      - The name of the person the refund should be processed to
      - How you paid (Credit Card, Check, Cash, Hokie Passport)
        - If you paid Check, Cash, Hokie Passport
          - Address of where check should be sent to
          - Expect 4-6 weeks for university refund to be processed/mailed
        - If you paid Credit Card
          - Card Type (Visa/Mastercard)
          - Card Number
          - Expiration Date
  - If your team gets to play two or more games during the playoffs then no refund will be given.

**NOTE: If you select Option 2, 3, or 4 and you do not attend the preseason captains meeting then a refund of your original registration fee WILL NOT be available.**