



Refund Guidelines

(As of 11/2005)

- All refunds must be approved by:
 - Girls Director/Traveling Commissioner/In-House Commissioner
 - Boys Director/Traveling Commissioner/In-House Commissioner
 - Boys/Girls 1st & 2nd Grade Director

- Refunds can be sent via e-mail to Basketball Treasurer or complete a refund request form and place in the Basketball folder at the WAA building

- E-mail requests must contain the following information:
 - Name of player
 - Grade (Traveling or In-House)
 - Parent name
 - Address
 - Refund amount (does not include admin fees)
 - Reason for refund

- Player refunds will be distributed beginning in November

- Coaches refunds will be distributed beginning in December

- Coaches refunds do not include uniform purchases

- Refund requests should not be sent to WAA Treasurer (Joyce) by above approvers

- Basketball Treasurer will coordinate all requests with WAA Treasurer