

④ * Payment Information: *

Please note: Team checks will be deposited on or after April 26, 2010

If paying by credit, check here to have the appropriate team fees charged to Discover, VISA, MasterCard, or American Express. Members are welcome to charge the fees in person at RVC West at the time of registration rather than put the information on this form. **Credit Cards will be processed on or after April 11, 2010**

Amount \$ _____ Visa/MC Disc AX Card Number _____ Expiration ___/___
CID-code (last 3 digits on back of card or 4 digits on front of AmEx) _____
Name on Card _____ Signature _____
Street Address _____ Zip Code _____

⑤ Sponsor Billing Information (If applicable):

Sponsor/Business Name _____ Authorizing Agent and Title _____

Company Address: _____

City _____ State _____ Zip Code _____

Phone _____ Fax _____ E-mail _____

Sponsors may display banners at RVC for an additional \$50/season. Would you like to provide a banner for display?
___ yes ___ no If yes, \$50 will be added to the invoice total.

⑥ Registration Information (please read carefully before signing below):

- ◆ **Refund policy:** Upon submission, all team fees are subject to a non-refundable \$100 administrative fee if the team withdraws, regardless of reason including dissatisfaction with league placement. Once the placement committee has reviewed the team registrations and made its initial recommendations, the Program Operations Manager or designee will make every effort to contact **the team representative** regarding placement **only** if a team does not receive its first choice of placement. At this time if a team decides to withdraw, there will be no additional penalty other than the \$100.00 administrative fee; however, the entire remaining team fee (excluding referee fees) is non-refundable once the Team Representative Meeting has occurred.
- ◆ Be sure to provide accurate contact information on the front of this form as this is how we contact you with changes!!! **If you are unable to check your e-mail regularly, please consider identifying someone else as your team rep.**
- ◆ **RVC will not accept registration forms UNLESS PAYMENT IS INCLUDED** (or an agreement to directly bill a sponsor).
- ◆ Your team will **not be considered** for placement if any fees are currently outstanding!
- ◆ Space in our leagues is limited and on-time registrations from previous season's teams will be considered first. New teams are accepted on a first-come, first-served basis after current teams and according to skill level.
- ◆ **The Rise & Fall rule is in effect:** the top and bottom teams in each league may be moved to a different division level. RVC reserves the right to make decisions based upon the best interests of the league and the club.
- ◆ All participants are required to be RVC members and must pay individual membership dues in addition to the team registration fee if not already a member. All memberships expire at the end of the Summer season.
- ◆ All teams (except Reverse Coed Quads) must either provide a RVC certified referee for league play or pay RVC to provide that service.
- ◆ All members must be in good financial standing with RVC to participate in league play or any club activities.
- ◆ Make checks payable to: "Richmond Volleyball Club"
mail to: 2921 Byrdhill Rd, Henrico, VA 23228
Attn: League Registrations

*I acknowledge, on behalf of the team being registered, that I have read and understand the information contained on this form and agree to abide by RVC rules, policies, and procedures. I understand that there is a \$100.00 **non-refundable** administrative fee once this registration is submitted regardless of league placement. League placement decisions are made at the discretion of RVC management.*

Signature of person submitting form _____ * Date _____ *

Final's Night for this season will take place on June 25, 2010! All are Welcome!

**Questions about registering your team? Please call RVC at 358-3000 or e-mail us at rvc@rvc.net.
Fax #: 358-1018 www.rvc.net**

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