

RLI-HOA Registration, Cancellation, & Reimbursement Guidance

RLI Event Registration:

Participant registration for all RLI-HOA events will be done in the RLI Event posted in DACdb as set up by the RLI-HOA Registrar, as requested by the District RLI Coordinator. Participants may register by opening the desired event in their DACdb Calendar, or on the [RLI-HOA website](#), or by using the registration invitation link that may be provided by the district conducting the RLI event.

Registration Cutoff Date:

1. For in-person RLI events, registration will normally close by four days prior to the event.
2. For virtual RLI events, registration will normally close by two days prior to the event.

RLI Coordinators may set and advertise a different registration cutoff schedule and may allow late registrations based on extenuating circumstances.

Payment Methods for RLI Events:

1. Paying online with a bank card or by ACH (electronic check) either during registration or by the registration cutoff date is the primary payment method. Online payments are processed through “Team Merchant” and go into the RLI-HOA bank account.
2. Paying by a club or personal check may be acceptable, at the discretion of the RLI District Coordinator. Mail or deliver RLI Fee payment checks to the RLI Coordinator by the registration cutoff date.

RLI Coordinators may accept late payments, at their discretion, based on extenuating circumstances.

Cancellations:

1. Registered participants who need to cancel their registration may do so online using one of the registration methods. Otherwise contact the RLI Coordinator to request cancellation.
2. Registered participants must cancel by the registration cutoff date to be eligible for their RLI fee payment to carry over as a credit for a future RLI event, or upon request, a refund less any fees may be made.

RLI Coordinators may allow late cancellations based on extenuating circumstances.

Refunds:

1. Participants who are registered for an RLI event but become unable to participate, and who cancel their registration by the event’s registration cut off date, are eligible for their RLI fee payment to carry over as a credit for a future RLI event, or upon request, a refund less any fees may be made.
2. Participants should submit their request for a credit for a future RLI event or request a refund to the RLI Event’s Coordinator within 10 days after the event. A refund will not be automatically issued.
3. RLI Fee refunds are normally by check in the mail from the RLI-HOA Treasurer, when requested by the District RLI Coordinator.
4. No refunds or credits will be granted if the cancellation is late (after registration cut off date) or the participant just does not show up at the event.

RLI Events require extensive preparation. Late cancellations and “no shows” have a significant negative impact on the event for all involved. Therefore, following the established timeline for registrations, cancellations, and potential refunds is essential to a district’s RLI Program success. RLI District Coordinators may allow exceptions based on extenuating circumstances.