

## JPL SOFTBALL 2024 REGISTRATION AND PAYMENT INSTRUCTIONS

### Required Forms

**Team Registration form** (roster spreadsheet), **Team Fee Deposit form** (proof of payment), and **Player Waiver forms** (release of liability) can be downloaded from the links at the bottom of the JPL Softball home page at <http://jplsoftball.org/>.

---

### Spring B League

All steps except d) must be completed by **Wednesday, March 13**

- a) Fill out and sign the **Team Fee Deposit form** with "B League" checked. Then take this form to the Caltech Credit Union and present it to the teller at the time of deposit. Deposit your **Team Fee** (in the form of check, cash, or credit union transfer) into the JPL Softball Program's account as listed on the form. Have your **Team Fee Deposit form** stamped by the CU teller as proof of payment. Retain the original stamped proof-of-payment for your records. Send a copy of your stamped **Team Fee Deposit form** to Tony Greicius ([Anthony.Greicius-116962@jpl.nasa.gov](mailto:Anthony.Greicius-116962@jpl.nasa.gov)).
- b) Fill out a **Team Registration form** as an Excel **spreadsheet**, using color-coding described in the "Instructions" worksheet tab. Send the completed **spreadsheet** to Tony Greicius ([Anthony.Greicius-116962@jpl.nasa.gov](mailto:Anthony.Greicius-116962@jpl.nasa.gov)).
- c) Send your signed **Player Waiver forms** (release of liability) accompanied by your **Team Registration spreadsheet** to Tony Greicius ([Anthony.Greicius-116962@jpl.nasa.gov](mailto:Anthony.Greicius-116962@jpl.nasa.gov)).
- d) Collect additional signed **Player Waiver forms** during the season, and send them to Tony Greicius ([Anthony.Greicius-116962@jpl.nasa.gov](mailto:Anthony.Greicius-116962@jpl.nasa.gov)) as you receive them.

Season starts week of **April 1**. Games will be played on Mondays and Tuesdays.

**Team Fee** is **\$830** for the Spring season.

---

### C League

All steps except d) must be completed by **Monday March 25**

- a) Fill out and sign the **Team Fee Deposit form** with "C League" checked. Then take this form to the Caltech Credit Union and present it to the teller at the time of deposit. Deposit your **Team Fee** (in the form of check, cash, or credit union transfer) into the JPL Softball Program's account as listed on the form. Have your **Team Fee Deposit form** stamped by the CU teller as proof of payment. Retain the original stamped proof-of-payment for your records. Send a copy of your stamped **Team Fee Deposit form** to Charlie Kaczinski ([Charles.J.Kaczinski@jpl.nasa.gov](mailto:Charles.J.Kaczinski@jpl.nasa.gov)).
- b) Fill out a **Team Registration form** as an Excel **spreadsheet**, using color-coding described in the "Instructions" worksheet tab. Send the completed **spreadsheet** to Charlie Kaczinski ([Charles.J.Kaczinski@jpl.nasa.gov](mailto:Charles.J.Kaczinski@jpl.nasa.gov)).
- c) Send your signed **Player Waiver forms** (release of liability) accompanied by your **Team Registration spreadsheet** to Tony Greicius ([Anthony.Greicius-116962@jpl.nasa.gov](mailto:Anthony.Greicius-116962@jpl.nasa.gov)).
- d) Collect additional signed **Player Waiver forms** during the season, and send them to Tony Greicius ([Anthony.Greicius-116962@jpl.nasa.gov](mailto:Anthony.Greicius-116962@jpl.nasa.gov)) as you receive them.

Season starts week of **April 15**. Games will be played on Mondays-Wednesdays.

**Team Fee** is **\$660** per team for the full season.