

## JPL SOFTBALL 2025 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/>.

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### Spring B League

All steps except d) must be completed by **Monday, March 16**

- 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 scanned copy of your stamped **Team Fee Deposit form** to Sam Dolinar ([Sam.Dolinar@jpl.nasa.gov](mailto:Sam.Dolinar@jpl.nasa.gov)) and to the new B League commissioner.
- 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 Jennifer Miller ([jennifer.r.miller@jpl.nasa.gov](mailto:jennifer.r.miller@jpl.nasa.gov)).
- d) Collect additional signed **Player Waiver forms** during the season, and send them to Jennifer Miller ([jennifer.r.miller@jpl.nasa.gov](mailto:jennifer.r.miller@jpl.nasa.gov)) as you receive them.

Season starts **Monday, April 6**. All games will be played on Mondays.

**Team Fee** is **\$TBD** for the Spring season. Depends on #teams signing up and #games played.

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### C League

All steps except d) must be completed by **Monday March 24**

- 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 scanned copy of your stamped **Team Fee Deposit form** to Sam Dolinar ([Sam.Dolinar@jpl.nasa.gov](mailto:Sam.Dolinar@jpl.nasa.gov)) and to Charlie Kaczinski ([ckaczinski@charter.net](mailto:ckaczinski@charter.net)).
- 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 ([ckaczinski@charter.net](mailto:ckaczinski@charter.net)).
- c) Send your signed **Player Waiver forms** (release of liability) accompanied by your **Team Registration spreadsheet** to Jennifer Miller ([jennifer.r.miller@jpl.nasa.gov](mailto:jennifer.r.miller@jpl.nasa.gov)).
- d) Collect additional signed **Player Waiver forms** during the season, and send them to Jennifer Miller ([jennifer.r.miller@jpl.nasa.gov](mailto:jennifer.r.miller@jpl.nasa.gov)) as you receive them.

Season goes for 20 weeks starting **April 20**. Games will be played on Mondays-Wednesdays.

**Team Fee** is **\$805** per team for the full season (assuming 11 teams again).