

# 2023 Massachusetts Biotechnology Softball League

J. Kepros

How to register your team with MBSL

4/1/23

We are planning the 2022 season under the assumption that we will not be impacted by COVID-19 (or similar disruption), but we are keeping our policies and procedures established in 2021 to deal with potential impacts.

1. Please notify your divisional coordinator and/or E-mail [jane\\_kepros@mbsoftball.com](mailto:jane_kepros@mbsoftball.com) if you are **NOT planning on fielding a team in 2023, but want to be contacted next season**. Please provide first & last names and contact information (work and/or personal E-mail addresses) for at least (3) players.
2. Download all of the registration materials from [https://www.mbsoftball.com/season\\_checklist.php](https://www.mbsoftball.com/season_checklist.php):
  - a. Mass Biotech Softball **Season Invoice** (page 3 of this doc)
  - b. Player **Insurance & COVID Waiver**
  - c. **Team Roster Worksheet**
  - d. **W9** (if required by your AP dept)
3. Every **team** must fill out a separate **Season Invoice**. Once completed it should be E-mailed to: [jane\\_kepros@mbsoftball.com](mailto:jane_kepros@mbsoftball.com). A hard copy should ALSO be submitted with payment (otherwise we will not know which check is for which team). This is how you register your team.
  - a. The **Season Invoice** is also the bill that must be submitted to your finance/accounts payable (AP) department.
  - b. We have provided a line for the invoice # and PO # at the top of the **Season Invoice** page to be used if required by your company. Please replace the red/bolded text that says "team name" with your company or team name, if required.
  - c. Please look at the applicable options on the **Season Invoice** page with regards to late payment penalty and Paypal fees (if paying by credit card), and ensure the correct "amount due" is reflected in the box at the top of the form.
  - d. Any questions about the invoice or payment should be directed to:  
[jane\\_kepros@mbsoftball.com](mailto:jane_kepros@mbsoftball.com)
4. Your AP group *might* require a current **W9** to process payment. If it is required, it can be downloaded as a PDF from the link above.
5. Every team must fill out a separate **Team Roster Worksheet** and **submit with their season invoice**.

*Continued on the next page*

6. Every team must obtain signed **Insurance & COVID Waivers** from every player. These must be scanned and submitted no later than May 1, 2023, or prior to their first game (whichever comes first), using the upload tool on our website: <https://www.mbsoftball.com/upload/>
  - a. We require first and last name, an E-mail address (work or personal), and cell phone number for all players. The MBSL may ONLY use these means to contact non-captain players to notify them of urgent changes in the league (such as immediate cancelling of games due to changes in state or local COVID policy) or to notify players in attendance at games for contact tracing in case a positive COVID test is reported following a game. E-mail will be the main method of communication, with follow up by phone if receipt of notification is required and has not been received within (2) days. This information will be kept private and NOT used for any other means.
  - b. We require cell phone numbers for at least (3) players on each team (typically captain, co-captain, and an alternate). These are only used by Divisional Coordinators or Team Captains for coordinating game details (such as calling a game due to rain).
7. If you are planning on paying by credit card, please E-mail your request to [jane\\_kepros@mbsoftball.com](mailto:jane_kepros@mbsoftball.com) for instructions.
8. **Please fill out the notes section at the bottom of the Season Invoice with any special circumstances that we should be aware of.** These may include teams that do not have enough players to field a full team and are looking to pair up with another team, and/or teams who are interested in playing in a division different from where they have played in the past to better accommodate employees who are working from home. Please include a means of contact if you require follow up to your comment or request.
9. We have updated our league rules to accommodate any potential COVID policies for the 2022 season and beyond. Note that fields in different cities/towns may have different rules or mandates to follow and that **local policies must be adhered to at all times.** These policies may include (but not be limited to) wearing a mask/face covering while at the field, social distancing, wiping down shared equipment (bats) between use, no spectators allowed, etc. These rules may change throughout the course of the season. It is up to the team captains to ensure that their teams are following all policies. Keep an eye out for any changes in policy at your local field(s), which will be communicated by your Divisional Coordinator. We will be strictly enforcing these rules, as we are subject to losing our field permits for the current and/or future seasons if our players do not adhere to them. Please report any non-compliance to your Divisional Coordinator and/or by E-mailing [commissioner@mbsoftball.com](mailto:commissioner@mbsoftball.com).

**Thank you so much for your interest and support!**

If you are interested in volunteering with the league, please send an E-mail to [commissioner@mbsoftball.com](mailto:commissioner@mbsoftball.com)



# 2023 INVOICE

**Massachusetts Biotechnology Softball League**

Attn.: Jane Kepros  
 PO Box 550248  
 North Waltham, MA 02455  
 United States  
 617-852-6973  
 jane\_kepros@mbsoftball.com  
 www.mbsoftball.com  
 EIN#51-0629020

Invoice #: 2023-team-01  
 PO #: \_\_\_\_\_  
 Invoice Date: 04/01/2023  
 Due Date: 5/15/2023

**Amount Due:**  
**\$1,200.00**

**Bill To:**

<b>Company</b>		<b>Team Name</b>	
<b>Address</b>		<b>Division</b>	
<b>Address</b>		<b>Team Captain</b>	
<b>City/State/ZIP</b>		<b>Captain E-mail</b>	
<b>Attn:</b>		<b>Captain Cell</b>	
<b>Name</b>		<b>Co-Captain</b>	
<b>Phone</b>		<b>Co-Captain E-mail</b>	
<b>E-mail</b>		<b>Co-Captain Cell</b>	

Date	Description	Quantity	Price	Amount
4/1/2023	Mass Biotech Softball League Dues for 2023 Team	1	\$1,200.00	\$1,200.00
			<b>Subtotal</b>	<b>\$1,200.00</b>
<b>Check if Applicable</b>				
x	Late Fee Payment postmarked after 5/15/2023	1	\$50.00	
x	*Paypal Fee Fee for Payment via Paypal	1	\$35.00	
			<b>Total Due</b>	<b>\$1,200.00</b>

*Notes: Please use this space to provide questions or comments about your team, such as if you do not have enough players to field a whole team or if you are interested in playing in a different division due to players working from home. If your question requires a response, please provide a means of contact (E-mail or phone number).*

\*Edit the text highlighted in yellow as required.

**Please return this completed form to the address above no later than May 15, 2023.**  
**TERMS:** Payment due upon receipt.  
 \_\_\_ Check here if any portion of your dues will be paid and mailed separately  
 \_\_\_ Check here to request a Paypal\* Invoice be sent to the Team Captain