

REGISTRATION GUIDELINES



Revised March 2017

REGISTRATION GUIDELINES

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REGISTRATION GUIDELINES

PREFACE

Eastern Pennsylvania Youth Soccer is a non-profit, educational organization. Incorporated in 1972, Eastern Pennsylvania Youth Soccer established its purpose to promote, foster and perpetuate the game of soccer on the youth level in Eastern Pennsylvania. In addition, it fosters the physical, mental and emotional growth of Eastern Pennsylvania youth through the sport of soccer. The association exercises complete governmental control of the game except in those matters reserved by the United States Youth Soccer (USYS), which along with Eastern Pennsylvania Youth Soccer, is affiliated with Federation International de Football Association (FIFA) and US Soccer Federation (USSF).

The organization is managed by a 13-member Board of Directors comprised of 7 members of the Executive Committee: President, Vice President of Recreation, Vice President of Travel, Secretary, Treasurer, Registrar and State Youth Referee Administrator. The remaining 6 voting members represent the 6 geographical districts of Eastern Pennsylvania Youth Soccer. An Annual General Meeting is held every year in February. There are 3 other Board meetings held during the year.

Day-to-day operations are managed by the Chief Executive Officer and his staff operating out of the Eastern Pennsylvania Youth Soccer office in Plymouth Meeting, PA. The office and its staff serve over 130,000 players and 15,000 coaches and administrators. There are 14 travel leagues, 7 rec leagues, approximately 155 intramural clubs, 77 rec clubs and 375 travel clubs currently active in Eastern Pennsylvania Youth Soccer.

USYS State Cup (NCS), Presidents Cup, and Eastern Pennsylvania Challenge Cup competitions are open to travel teams. The State Cup and Presidents Cup winners represent Eastern Pennsylvania Youth Soccer in Region I Championships. Winners then go onto the National Championships for each cup.

Sanctioned tournaments for both travel and rec are held almost every weekend throughout Eastern Pennsylvania. The list of these events can be found on our website, www.epysa.org.

This Eastern Pennsylvania Youth Soccer Registration Guidelines explains the policies and procedures for registering players, coaches, teams and leagues with the state association.

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SOCCKER ORGANIZATION CHART

FIFA

Federation International de Football Association
Website: www.FIFA.com
Soccer's worldwide ruling body

USSF

United States Soccer Federation
Website: www.ussoccer.com
Soccer's ruling body over professional, amateur and youth soccer
in the United States.

US Youth Soccer

US Youth Soccer
Website: www.usyouthsoccer.org
One of the main bodies of youth soccer in the US

REGION I

One of the four US Youth Soccer Regions
States included are: Connecticut, Delaware, Eastern New York, Eastern Pennsylvania,
Maine, Maryland, Massachusetts, New Hampshire, New Jersey, New York West,
Pennsylvania West, Rhode Island, Vermont, Virginia and West Virginia.

EASTERN PENNSYLVANIA YOUTH SOCCER

US Youth Soccer State Association governing soccer within the Eastern part of Pennsylvania

Website: www.EPYSA.org
4070 Butler Pike, Suite 100
Plymouth Meeting, PA 19462
Phone: 610-238-9966
Fax: 610-238-9933

Eastern PA is divided into 6 geographical districts. Each District is represented on the Board of Directors by a District Commissioner. Clubs and leagues are defined within the geographical districts.

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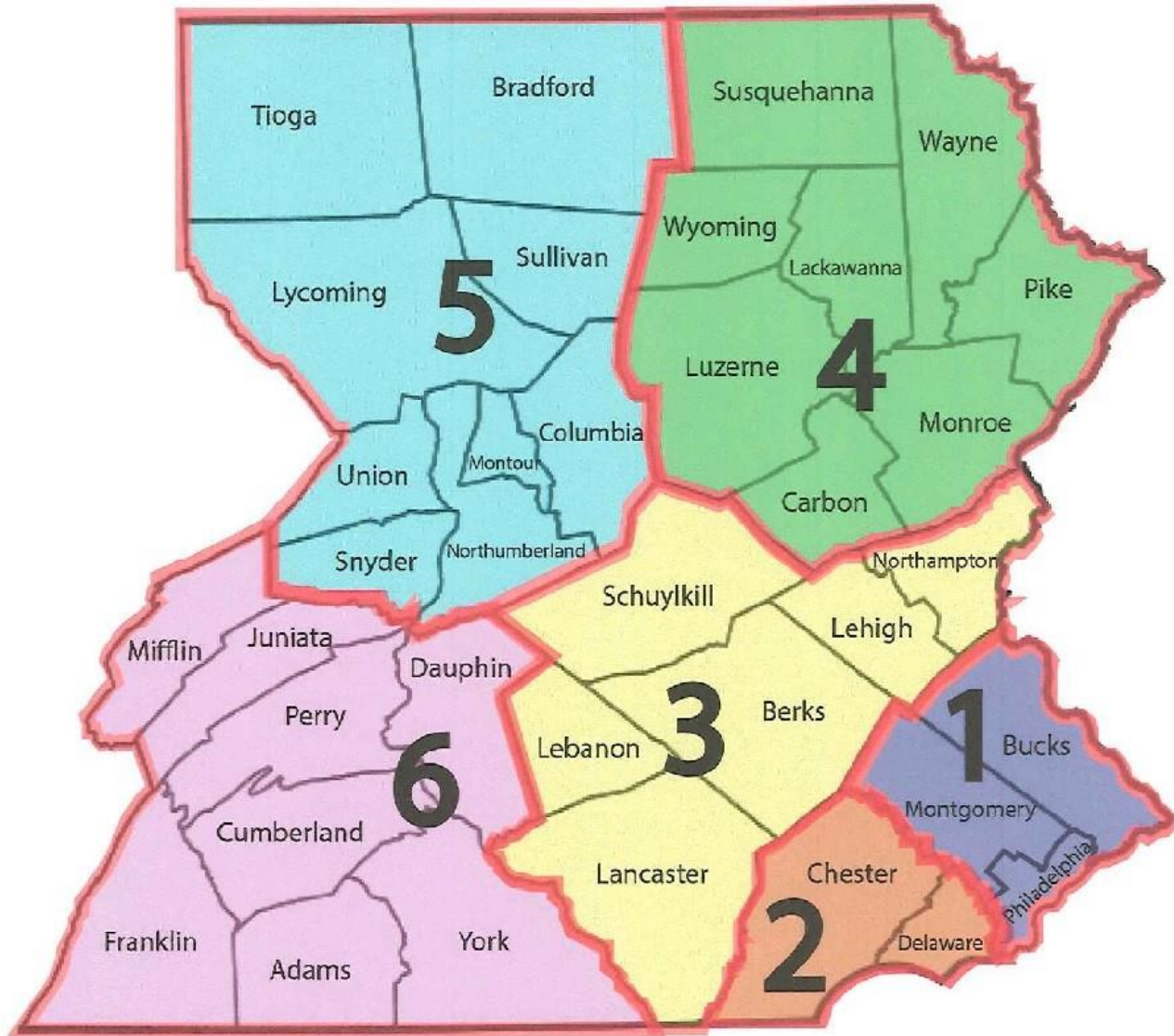
DISTRICTS and COUNTIES

DISTRICTS	COUNTIES
District 01	Bucks Montgomery Philadelphia
District 02	Chester Delaware
District 03	Berks Lancaster Lebanon Lehigh Northampton Schuylkill
District 04	Carbon Lackawanna Luzerne Monroe Pike Susquehanna Wayne Wyoming
District 05	Bradford Columbia Lycoming Montour Northumberland Sullivan Snyder Tioga Union
District 06	Adams Cumberland Dauphin Franklin Juniata Mifflin Perry York

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MAP OF DISTRICTS

Each District elects a District Commissioner and an alternate to serve on the Board of Directors as a representative of all the affiliates within that District. Commissioners serve a two-year term and are elected at the AGM (Annual General Meeting).



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ARTICLE XV (Constitution)

DEFINITIONS

- **Associate** = an organization formed to advance a particular aspect of soccer, but not responsible for recruiting, training, fielding, and/or funding of soccer players.
- **Club** = an organization of one or more teams usually playing within a geographical area.
- **Federation** = the United States Soccer Federation, Inc.
- **League** = an organization that conducts competition among soccer teams.
- **Provisional** = one which has not been accepted into this organization by the Council, but which has been accepted into membership by the Executive Committee or the Board of Directors acting upon the signed recommendation of the appropriate Membership Chairman. Such membership shall enjoy all the rights and privileges and bears all the obligations, including financial, of Full Members. Provisional membership is terminated at the next EPYSA Annual General Meeting subsequent to the date of the affiliation of the Provisional Member.
- **Youth Player** = an individual who has not reached the age of 19 years of age prior to January 1, immediately before the start of any seasonal year. A player who reaches 19 years of age during a seasonal year can complete that seasonal year.
- **Individual** = A person who is a volunteer, player or coach who has joined to become a member of Eastern Pennsylvania Youth Soccer and who is not affiliated with any other member.
- **Non-Voting Member** = an individual or an organization that does not register players or has less than twenty-five (25) players registered.
- **Travel League** = a league with a minimum of two (2) age divisions of five (5) teams from at least four (4) different clubs.
 - *Any deviation would require Board of Directors approval.*
 - *Required to have constitution and bylaws, registrar, appeal process, insurance coordinator, president, treasurer and use licensed referees.*
 - *Required to register players with passes, rosters and pay travel league and team fees.*
 - *Participation in a travel league qualifies a team for travel team tournaments and/or US Youth Soccer/Eastern Pennsylvania Youth Soccer cup play.*

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DEFINITIONS continued

- **Intramural League** = a league based on a recreation play philosophy with constitution and bylaws, registrar, appeal process, insurance coordinator, and officers.
 - *Not required to use player passes and rosters for registration.*
 - *Not required to use licensed referees.*
 - *Intramural fees for players and teams must be paid*
 - *Participation does not qualify a team for travel team tournaments and/or US Youth Soccer/Eastern Pennsylvania Youth Soccer Cup play.*
 - *All players are registered through one in-house affiliate.*

- **Recreational League** = a league based on a recreational play philosophy with constitution and bylaws, registrar, appeal process, insurance coordinator, and officers.
 - *League is not required to use player passes and rosters for registration but must supply a list of affiliate clubs/teams participating in the Recreational League to Eastern Pennsylvania Youth Soccer.*
 - *Not required to use licensed referees.*
 - *Recreation fees for players and teams must be paid.*
 - *Participation does not qualify a team for travel team tournaments and/or US Youth Soccer/Eastern Pennsylvania Youth Soccer cup play.*

- **Recreational Club** = A club/team from an intramural league that participates in a recreational league. The recreational club/team pays its player and registration fees and insurance fees to the recreational league. Recreational clubs have no direct affiliation but are indirectly affiliated through their recreational league.

- **Travel Club** = A soccer association with at least one (1) team in a travel league.
 - *Required to have a travel team director and insurance coordinator.*
 - *Register players and team with Travel League*
 - *Travel Clubs have no direct affiliation but are indirectly affiliated through their travel league.*

- **Recreation Philosophy**
 - *No recreational player shall be subject to tryouts, invitations, recruiting or any process to roster players selectively to any team on the basis of talent or ability.*
 - *There shall be a system in place to create fair and balanced distribution of playing talent among the teams participating.*
 - *No player shall be denied participation due to talent or ability*
 - *All players MUST play a minimum of 50% of the game except for injury, illness of discipline.*

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US YOUTH SOCCER MEMBER PASS

1. The United States Youth Soccer Association national registration is good for one (1) seasonal year.
2. Each member pass must contain a current Eastern Pennsylvania Youth Soccer registration stamp, as well as a League or State Registrar signature.
3. A picture is required on the member pass. This picture is only valid for two (2) years. If you have problems uploading a new picture because the old picture keeps showing, this is a browser issue. Please go into internet explorer and the new picture will show. You can also try refreshing your page.
4. New players must show proof of age to the league registrar. Proof of age shall consist of a birth certificate, a Uniformed Services Identification and Privilege Card (DD Form 1173) issued by the uniformed services of the United States, or birth registration issued by an appropriate government agency, board of health records, passport, alien registration card issued by the United States government, a certificate issued by the immigration and Naturalization Service attesting to age, a current driver's license, unexpired Federal, State or local government identification card (if documentation of date of birth is required), or a certification of an American Citizen born abroad issued by the appropriate government agency. A pass from previous year is acceptable if issued within the same league. Hospital, baptismal or religious certificates **will not** be accepted.
5. A player is to be issued only one member pass per seasonal year. If a player transfers to another team either in the same league or another league, the player is to use the initial pass. (the pass goes with the player)
6. If a player card is lost, the league registrar will issue replacement card, and mark the card as a "DUPLICATE".
7. All players participating in interstate or out-of-state tournaments sanctioned by United States Youth Soccer Association must use the official player pass as their credential.
8. All players residing in Eastern Pennsylvania Youth Soccer boundaries and playing in a league outside of Eastern Pennsylvania Youth Soccer boundaries are to be registered and issued a pass by Eastern Pennsylvania Youth Soccer.
9. ID numbers on member passes should be the first six letters of the player's last name; birthdate; and then the first three letters of the players given name followed by a (0) zero. If the player does not have six letters in their last name, the (#) sign will be used in those spaces.

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10. The coach and assistant coach of the team are to be issued a pass. Photograph and stamp are also required.
11. The member pass belongs to the player. The pass is to be released to the player upon request.
12. A coach has the right to request and review the player passes of the opposing team prior to a scheduled game. **PLEASE NOTE:** some leagues may require this in their Policy and Procedures.
13. Intramural/Recreation passes are not required unless the player competes outside the “House” league.

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CALENDAR DUE DATES

Seasonal Year – September 1st through August 31st

JULY 1

ALL Travel, Intramural and Recreational LEAGUES **MUST** register by completing the Annual League Registration form. Please find this on our website www.epys.org under Membership Services, League Information, Annual League Registration.

ALL Travel and Recreational CLUBS **MUST** register by completing the Annual Club Registration form. Please find this on our website www.epys.org under Membership Services, Club Information, Annual Club Registration.

OCTOBER 1

TRAVEL LEAGUES:

Make 1st payment for registered players. Please go to Membership Services.....League Information.....Make Payment. The system will automatically calculate what your league owes depending on the total number of players entered. Please include a copy of your invoice along with your check and mail to the office.

*Eastern Pennsylvania Youth Soccer
4070 Butler Pike, Suite 100
Plymouth Meeting, PA 19462*

Ongoing During Year: Travel Leagues must send to the state office all payments for added, transferred and released players.

INTRAMURAL CLUB:

- Make payment for registered players. Please go to Membership Services, Intramural Information, make payment. The system will automatically calculate what your club owes depending on the total number of players entered. This payment can be made by check or cc. You can also select mail-in check as well.
- **Please NOTE:** All Intramural clubs **are required** to submit an excel file of all players' information, if you do not use the GroupNet system. This file is for insurance coverage purposes for the players. Please see the template of information needed on our website under Membership Services, Intramural Member, Database Upload.

REGISTRATION GUIDELINES

RECREATIONAL LEAGUES:

- Make payment for registered players. Please go to Membership Services, Recreational League Information, Make Payment. The system will automatically calculate what your league owes depending on the total number of players entered. **Please include a copy of your invoice along with your check and mail to the office.**

*Eastern Pennsylvania Youth Soccer
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Plymouth Meeting, PA 19462*

- **Please NOTE:** All Recreational Leagues **are required** to submit an excel file of all players' information, if you do not use the GroupNet system. This file is for insurance coverage purposes for the players. Please see the template of information needed on our website under Membership Services, Recreational League, Database Upload.

FEBRUARY

Eastern Pennsylvania Youth Soccer – Annual General Meeting – ALL fees and registration numbers must be current. **Attendance at the AGM is mandatory.** A representative for your club must attend or your club will be fined \$250 for first offense or \$500 for second offense. This representative can only vote for your club, and an email must be sent to smolyneaux@epysa.org verifying who will be attending the meeting for your club. ALL representatives must register for this meeting.

MARCH 15

TRAVEL, INTRAMURAL and RECREATIONAL LEAGUES:

- Spring League Play
- ALL "October 1" Information applies

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FEES AND FINES

Registration Fees:

Membership Fee	\$25.00 per Delegate
Team Fees (Insurance/General and Administrative)	\$39.00 per Team (Divided by 14)
Player Fees	
Recreational Player	\$5.50 per player
Travel Player	\$8.50 per player
Secondary Player	\$3.00 per player
Player Transfer Fee	\$1.00 per player
Player Release Fee	\$1.00 per player
Special Teams/Player Card Fees	
Export Team	\$275.00 per team
Tournament Team	\$50.00 + \$15 per Direct player
Direct Player	\$15.00 per player
Export Player	\$15.00 per player

Registration Fees and Player Database are due on or before:

If you use the GroupNet system, you do not need to turn in the player database information

September 15	December 15	March 15	June 15
Primary Fall Registration	Additional Changes to Fall Registration	Primary Spring Registration (New Players Only)	Final Seasonal Year Fees

Fines/Late Fees:

Late Registration Payment and/or Player Database	\$250.00
Non-Attendance at Annual General Meeting	1 st year: \$250.00 2 nd year: \$500.00
Appeal/Arbitration Fee	\$200.00
National/Regional/State Cup	
Game Forfeit – Intrastate	\$150.00
Non-Attendance – US Youth Soccer Region I Competition	\$500.00

Failure to submit any of these materials or payment of fine may result in suspension of membership

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ANNUAL REGISTRATION MEMBERSHIP APPLICATION (RG-1)

Must be submitted by all Affiliated Travel Leagues,
Intramural, Recreation League, and Travel Clubs
by July 1 of each year

Travel League: A league with a minimum of two (2) age divisions of five (5) teams from at least four (4) different clubs. Any deviation would require Eastern Pennsylvania Youth Soccer Board of Directors approval. Required to have a constitution and bylaws, registrar, appeals process, insurance director, president, required to register players with passes, register team with rosters, and pay travel league player, team, and affiliation fees. Participation in a travel league qualifies a team for travel team tournament and/or US Youth Soccer/Eastern Pennsylvania Youth Soccer cup play.

Travel Club: A soccer association with at least one (1) team in a travel league. They are required to have a travel team director and insurance director. Register players and team with a travel league must abide 100% affiliation rule of USSF. Travel clubs have no direct affiliation with Eastern Pennsylvania Youth Soccer, but are indirectly affiliated through their league.

Recreational League: A league based on the recreation play philosophy with constitution and bylaws, registrar, insurance director appeals process and officers. Not required to use player passes and rosters for registration but must supply a list of affiliate clubs/teams participating in the recreational league to the state office. Not required to use licensed referees. Intramural and/or recreation fees for players and teams must be paid. Participation does not qualify a team for travel team tournament or US Youth Soccer/Eastern Pennsylvania Youth Soccer cup play.

Recreational Club: A club/team from an intramural league that participates with other affiliate clubs/teams in a recreational league.

**In-House Program/
Intramural:** A program based on a recreation play philosophy with constitution and bylaws, registrar, insurance director, appeal process and officers. The program is not required to use player passes and rosters for registration. The program is not required to use licensed referees. In-House program fees for players and teams must be paid in addition to affiliation fees. Participation does not qualify a team for travel team tournament or US Youth Soccer/Eastern Pennsylvania Youth Soccer cup play. All players are registered through one in-house affiliate. Note: A team(s) may also play in Recreational League.

PLEASE NOTE: An organization can be more than one of the above

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Instructions:

1. All travel leagues, intramural/recreational leagues, and travel clubs must submit the Annual Membership Registration Application (RG1) to the Eastern Pennsylvania Youth Soccer office by **July 1 of each year**. A list of the organization's Board of Directors must accompany the RG1. **Note: If there is a change of officers during the seasonal year, please update your club account or contact the state office.**
2. The primary club contact can be an officer or designated individual. The person listed as the primary club contact will receive all communications from the state office.
3. Application must be submitted by July 1 or a late fee will be assessed. (see fine/fee schedule)

PARTICIPANT REGISTRATION FORM (RG-6)

1. The participant Registration Form (RG-6) must be completed by every player, coach in your organization.
2. The appropriate boxes should be checked and the form should be fully completed and signed. Please make sure that you associate yourself with a club and your position within the club before you exit out of the registration application.
3. All clubs must be able to produce all completed RG-6 forms upon request. (It is recommended to hold onto these forms for two years)
4. All new players added throughout the seasonal year must also complete the RG-6.
5. Leagues/Clubs may devise their own form for participant registration purposes provided the date section and EPYS liability release statement remain intact.

Note: Pre-Approval of your league participant registration form is required.

6. Must accept all RG6 form approved by the State Office.

RECREATIONAL LEAGUE REGISTRATION

The following registration material and payments (affiliation, player, and team fees) are due in the state office by:

September 15 = Primary Fall Registration
December 15 = Additional Changes to Fall Registration
March 15 = Primary Spring Registration
June 15 = Final Seasonal Year Fees

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TRAVEL TEAM ROSTERS

1. The official team roster is the roster a team submits to a league at the initial registration. All roster changes **MUST BE INITIATED with the LEAGUE registrar that approved that roster.**
2. Limitations are established by Eastern Pennsylvania Youth Soccer, but subject to modification by each league.
3. Each league has the autonomy to establish the date for freezing rosters for their own league.
4. Rosters for all teams participating in US Youth Soccer Association/Eastern Pennsylvania Youth Soccer cups are frozen the dates will be announced on the cup application. When the roster is frozen for cup play, this means that **NO ADDS or TRANSFERS or ADDITIONS of secondary players** can be made to that roster for the purpose of playing in cups or in any other league or tournament until such time that the team has been eliminated from the cups. Only then can the roster be changed.
5. When wanting to add secondary players, please check with your league as some leagues may not allow secondary players to participate in their league. Secondary players count in the total number of players on the roster. Secondary players cannot be added to your team until your team has been approved by the league you are participating in. Also, the secondary players primary team needs to be approved as well.
6. In accordance with League Rules, Leagues may approve the use of club pass within their league only.
7. Roster Changes Permitted:
 - a. **ONLY** a maximum of five (5) transfer players allowed during the seasonal year (Sept. 1 – August 31). These players are considered ones that were already on a PRIMARY team, but are transferring to your team. They would use their card from their primary team.
 - b. **UNLIMITED** add (unregistered players in the current soccer season)
 - c. **UNLIMITED** releases (provided the proper paperwork is processed).
8. Each roster, when officially approved by the league/state registrar, can be printed from your team page in the database.
9. All questions regarding roster changes should be directed to the league registrar first. If they are not sure, they will direct you to the state office.

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SECONDARY PLAYER STATUS

1. Each league has the autonomy to permit or not permit the use of secondary players within their league.
2. Article IX, section 8 of Eastern Pennsylvania Youth Soccer Bylaws reads:
 - a. (Status) – A player may register with more than one team during the same registration year. At initial registration, the player must declare the team on which he/she will have primary status. The player will be considered a secondary player on any and all other teams with which the player registers, provided the proper paperwork is completed.
 - b. (Responsibility) – Any player registered to more than one team must participate in the game played by the team with which the player is a primary player in order to qualify him/herself as a player on the team to which he/she is registered as a secondary player if both or all teams have games scheduled on the same day.
3. A player is a primary player on only one team and may be a secondary player with several different teams, subject to the leagues rules.
4. Secondary players on a roster count in the total number of players on a roster.
5. The secondary player pass is issued to the player for use only in the league in which he/she is designated as a secondary player.
6. Secondary players on a roster are not eligible to play on any cup (indoor or outdoor) team.
7. A player can become a Secondary ONLY after he/she is registered to a team as a primary player.

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FOREIGN BORN PLAYERS

All players born outside the US will need to be approved by US Soccer before they can be added to your team. Once the player has been approved by US Soccer, they will not need to be approved the following years. Please use the link below, for the process that needs to be followed to have your player approved. Any questions regarding the process or paperwork, should be directed to player_registration@ussoccer.org

<http://www.ussoccer.com/about/federation-services/intl-clearance>

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PLAYER/TEAM STATUS FORM (PS1)

1. Once a roster has been approved by the league registrar, ALL changes should be initiated through the **REQUEST PLAYER STATUS CHANGE** button on the team page. Once the request has been made in the database, an email will automatically be sent directly to the league registrar, of the league that your team is participating in. ONLY when the league registrar has approved this request, will the player be available to be placed on your team.
2. The state office will handle the following:
 - a. Direct player registration – printing of the player card
 - b. Export player registration – approval of interstate permission form and printing of player card
 - c. PS1 approval for teams that wish to play in an out of state league. Approval of team and sending out of player cards.
 - d. Tournament Team registration – approval of teams and sending out player cards.
3. The state office MUST approve all PS1's requesting permission to play in another state.
4. Most sections are self-explanatory. However, additional comments regarding transactions are included below:

ADDITIONS:

- a. Required for new players ONLY after the original team roster has been approved by the league registrar or state office.
- b. A team may have an unlimited number of adds provided the roster does not exceed the number of players allowed on the roster per the league.

TRANSFERS:

- a. Any player previously playing on an affiliated team during the current seasonal year with a United States Youth Soccer player pass is considered a transfer.
- b. All teams are limited to five (5) transferred players in one soccer seasonal year.
- c. Approval required by League registrar of league you are participating in or the state registrar.

RELEASES:

- a. The coach/team manager must request the players release by going to team page and using the **REQUEST PLAYER STATUS CHANGE** button. This request will be sent directly to the league registrar for their approval. The new team will not be able to add the player until the release request has been approved by the league registrar.

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- b. In order for a coach to affect a release of a player, he must adhere to the guidelines in the United States Youth Soccer Constitution.
- c. A team may have an unlimited number of releases.

REGISTRATION NOTE:

United States Soccer Rule 201:

A player must register in the state in which he/she resides with his or her parents(s) or guardian(s), or in the case of a student in residence at a boarding school or college or university, the player may register in the state in which the boarding school, college, or division of the college or university is located. Any other questions of residency may be determined by the state in which the player is registered to vote or holds a current driver's license.

ALL players or teams wishing to compete in a league operating in a state other than the state in which they are registered must receive written permission from the following:

1. The state association where they are registered
2. The state association where they wish to play

IMPORT PLAYERS:

United States Youth Soccer Rule 201:

Section 2: (a) any youth player wishing to play on a team of a member of a State Association other than the State Association where the player is registered must receive written permission from:

- a. *The State Association where the player is registered; and*
- b. *The other State Association of the team on which the player wishes to play*
- c. *Send paperwork and COPY of the pass from their home state into the state office for approval.*
- d. *Once approved by Eastern Pennsylvania Youth Soccer the team they wish to join can add them to their roster and receive approval by the league.*
- e. ***Permission MUST be obtained EACH seasonal year***

PLEASE NOTE:

Once the PA team receives the approval paperwork, it is their responsibility to enter the player into the database under IMPORT PLAYER.

http://www.epysa.org/membership/online_registration_2016_2017/

The player will not show up in the database until the state office receives the approved paperwork from the team. The state office will approve the player, and then the team will be able to add the player.

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To add this player to your team, you must select [REQUEST PLAYER STATUS CHANGE](#) and then add primary non-EPA player.

EXPORT PLAYERS:

United States Youth Soccer Rule 201:

Section 2: (a) any youth player wishing to play on a team of a member of a State Association other than the State Association where the player is registered must receive written permission from:

- a. *The State Association where the player is registered; and*
- b. *The other State Association of the team on which the player wishes to play*
- c. *Permission MUST be obtained EACH seasonal year*

http://www.epysa.org/membership/online_registration_2016_2017/

1. Interstate permission form must be approved by both state registrars prior to play
2. The players pass will be issued at the EPYS state office.
3. Send paperwork into the State Office with 1x1 picture, copy of birth certificate and the Interstate Permission Form.
4. Payment can be made on-line
5. Approval is needed for "Guest Players"

PERMISSION FOR A TEAM TO PARTICIPATE IN A LEAGUE OUTSIDE OF Eastern Pennsylvania Youth Soccer BOUNDARIES:

Any team wishing to participate in a league(s) outside of Eastern Pennsylvania Youth Soccer boundaries must complete a PS1 located on our website:

http://www.epysa.org/membership/administrative_forms/

Please select PS-1 (Registration Forms). Please fill out the section shown below and email to smolyneaux@epysa.org. The state office will approve form and send back to team.

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<input checked="" type="checkbox"/>	Permission for Team to Participate in League Outside of EPYSA Boundaries	EPYSA REGISTRAR STAMP HERE
<input type="checkbox"/>	Permission for Team Residing Outside of EPYSA Boundaries to Participate in League Inside of EPYSA Boundaries	
Present Team ID _____ Present Team Name _____		
Age Division _____ League _____		
SIGNATURE - Team Official _____		OTHER STATE ASSOCIATION STAMP HERE
Date ____ / ____ / ____		
SIGNATURE - EPYSA Official _____		
Date ____ / ____ / ____		
Name of other State Association _____		
SIGNATURE - Other State Official _____		
Date ____ / ____ / ____		

PERMISSION FOR A TEAM RESIDING OUTSIDE OF Eastern Pennsylvania Youth Soccer BOUNDARIES TO PARTICIPATE IN A LEAGUE INSIDE OF Eastern Pennsylvania:

Any team wanting to participate in Eastern Pennsylvania Youth Soccer would need to fill out a PS1 form. This form can be found at the below link.

http://www.epysa.org/membership/administrative_forms/

Please select PS-1 (Registration Forms). Please fill out the section shown below and email to smolynaux@epysa.org. The state office will approve and send back to team.

<input type="checkbox"/>	Permission for Team to Participate in League Outside of EPYSA Boundaries	EPYSA REGISTRAR STAMP HERE
<input checked="" type="checkbox"/>	Permission for Team Residing Outside of EPYSA Boundaries to Participate in League Inside of EPYSA Boundaries	
Present Team ID _____ Present Team Name _____		
Age Division _____ League _____		
SIGNATURE - Team Official _____		OTHER STATE ASSOCIATION STAMP HERE
Date ____ / ____ / ____		
SIGNATURE - EPYSA Official _____		
Date ____ / ____ / ____		
Name of other State Association _____		
SIGNATURE - Other State Official _____		
Date ____ / ____ / ____		

REGISTRATION GUIDELINES

REGISTRAR AUTHORITY LEVELS

APPROVALS:

Club Registrars responsibilities:

- a. All travel teams before the league registrar can approve
- b. Must submit all intramural and/or recreational player and/or TOPSoccer information to the state office per the calendar due date schedule. Must be in an excel spreadsheet. Please refer to Intramural/Rec league information.

League Registrars responsibilities:

- a. Original Rosters
- b. US Youth Soccer Member Passes
- c. Player/Team Status Forms (PS1) for adding players, releasing players, and transferring players on team to another.
- d. Retain a copy of the most current roster for each team participating in their league, as well as the PS1 form affecting all changes to the team rosters.

State Registrar responsibilities:

- a. Approval of all Tournament Teams and making passes
- b. Approval of all Export Teams and making passes
- c. Create all Direct Player passes, and Export player passes