

# CPYSL



# Registrar Handbook

**Fall 2025**

**This handbook is designed to assist Club Registrars with CPYSL's registration process. For questions about other matters, please refer to the CPYSL Coaches Guidelines.**

**Website: [www.cpyssl.net](http://www.cpyssl.net)**

**Email: [office@cpyssl.net](mailto:office@cpyssl.net)**

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**CPYSL only responds to communications submitted on behalf of its Member Clubs via the Board Members listed for your Club on the CPYSL website. Coaches and parents should not contact CPYSL directly, they should discuss any league issues with their Club who can choose to bring the concerns to the attention of CPYSL.**

## Office

The CPYSL office is in the red barn located at the entrance to Lower Allen Park in Mechanicsburg. Park in the first parking lot on the left as you enter the park and walk up the stairs on the side of the building to the office.

4075 Lisburn Road  
Mechanicsburg, PA 17055

If you need to pick up items outside of normal business hours, please let us know, and we will place your items in the PICK-UP bin located on the porch at the top of the stairs. You may also leave items for CPYSL in the DROP-OFF bin.

\* Regular Hours: *appointments encouraged but not necessary.*

Monday	8:00 AM – 4:00 PM
Tuesday	Closed
Wednesday	8:00 AM – 4:00 PM
Thursday	8:00 AM – 4:00 PM
Friday	Closed

\* **Check CPYSL's website calendar for possible staff-scheduled days off.**

# Fall 2025 CPYSL Calendar

<b>June</b>	<b>9-13</b>	<b>Office Closed, Exec. Admin. on vacation</b>
June	11	CPYSL Board Meeting; 7:00 PM
June	29	TEAM COUNTS CLOSE for Fall 2025 regular season
July	4	CPYSL Office Closed; Independence Day
July	9	Competition Committee Meeting, ZOOM format; G 6:30 PM, B 8:00
July	11	Competition Committee Meeting division results posted
July	13	DUE IN OFFICE – Pre-populated Player, Team, and League Fee Form & payment due for teams playing in Fall 2025 season
July	13	Teams playing in August Tournaments must be ready for processing and approval in the GotSport system.
July	16	DEADLINE to <u>request</u> division adjustment; contact the appropriate CPYSL VP of Travel (Boys or Girls)
July	18	DEADLINE to notify CPYSL of field 'Non-Availability'
July	27	Teams NOT playing in August Tournaments must be ready for processing and approval in the GotSport system.
August	23-24	OPENING WEEKEND FOR FALL 2025 SEASON
August	25	Cup Qualifying League (CQL) 2025 Team Counts open
September	1	CPYSL Office Closed; Labor Day
September	3	CPYSL Board Meeting; 7:00 PM
September	28	Cup Qualifying League (CQL) 2025 Team Counts close
September	28	DUE IN OFFICE – Cup Qualifying League (CQL) form & fees due
September	28	DUE IN OFFICE – Team, Insurance & Player form & fees due for Cup Qualifying League (CQL) teams
September	28	Cup Qualifying League teams must be ready for processing and approval in the GotSport system.
October	10-13	CPYSL Office Closed; Columbus Day Weekend
October	13	Deadline for Fall 2025 player changes and game changes
October	18-19	Shhhh...Silent Weekend
November	10	CPYSL Office Closed; Veteran's Day
November	12	CPYSL Board Meeting; 7:00 PM
November	24-28	CPYSL Office Closed; Thanksgiving
November	30	DUE IN OFFICE – Fall 2025 Score Report Cards due to CPYSL office. <u>Club Registrar to collect all cards to turn in at CPYSL.</u>
December	22-Jan. 2	CPYSL Office Closed; Christmas & New Year

**\* Refer to CPYSL's website Calendar for all important 2025 dates.**

# Fall 2025-Spring 2026 Age Group Chart

AGE GROUP	PLAYER BIRTH DATE RANGE
Under 09 Boys & Girls (U09)	01/01/2017 – 12/31/2017
Under 10 Boys & Girls (U10)	01/01/2016 – 12/31/2016
Under 11 Boys & Girls (U11)	01/01/2015 – 12/31/2015
Under 12 Boys & Girls (U12)	01/01/2014 – 12/31/2014
Under 13 Boys & Girls (U13)	01/01/2013 - 12/31/2013
Under 14 Boys & Girls (U14)	01/01/2012 - 12/31/2012
Under 15 Boys & Girls (U15)	01/01/2011 - 12/31/2011
Under 16 Boys & Girls (U16)	01/01/2010 - 12/31/2010
Under 17 Boys & Girls (U17)	01/01/2009 - 12/31/2009
Under 18 Boys & Girls (U18)	01/01/2008 - 12/31/2008
Under 19 Boys & Girls (U19)	01/01/2007 - 12/31/2007

## CPYSL Youngest Eligible Player

- ***Youngest Eligible Player for Jan. 1-Dec. 31, 2025 – 2018 date of birth***
- Youngest Eligible Player for Jan. 1-Dec. 31, 2026 – 2019 date of birth

## Playing Up

- True U09 (2017 DOB) through true U14 (2012 DOB) players may play up TWO age groups/birth years.
- True U15 (2011 DOB) and true U16 (2010 DOB) players may play up THREE age groups/birth years.

## Roster Sizes

- U09/U10: 6 minimum /12 maximum players, play 7v7
- U11/U12: 8 minimum /16 maximum players, play 9v9
- U13 & UP: 8 minimum /22 maximum players (*18 on game day roster*), play 11v11

## Scheduled Game Days

- U09 through U12 – Saturdays in Fall and Spring
- ***U13 & U14 – Sundays in the Fall, Saturdays in the Spring***
- U15 through U19 – Sundays in Fall and Spring

# CPYSL Website Access for Clubs

## Adding Club Officers & Coaches

1. The Club Officer with Login access is responsible for adding, deleting, and updating officers and coaches.
2. From your club's page on the CPYSL website, log in and 'Click here to add a Club Officer'.
3. Select officer's 'Title:' from the drop-down list provided.
4. **Prior to adding an officer or coach in the CPYSL system, click the  box to see if the person already has a profile with CPYSL.**
5. Click on the green 'Click Here to Submit Your Form' button in the bottom right corner to save the information.

## Adding Teams

1. The Club Officer with Login access is responsible for adding, deleting, and updating teams.
2. From your club's page on the CPYSL website, log in and 'Click here to add a Team.'
3. Complete the form to enter/update your teams(s) that will be participating in CPYSL's Fall 2025 Season.
4. Team's name should begin with club's name (ex. Harrisburg Panthers, not just Panthers).
5. Check the  Allow Login:  box for all coaches and team managers.
6. Click on the green 'Click Here to Submit Your Form' button in the bottom right corner to save the information.

## Adding Teams to the Team Counts

1. The Club Officer with Login access is responsible for adding teams to Team Counts.
2. Once you have entered/updated your team(s), you can add them to the Fall 2025 Team Counts.
3. Select 'Click Here to Apply for Fall 2025 Games'
4. Click on 'Add Team to Play' in the upper right section of the page.
5. Click on the team you want to pull into the Team Counts, complete the form.
6. Click on the green 'Click Here to Submit Your Form' button in the bottom right corner to save the information.

## Adding Venues

1. The Club Officer with Login access is responsible for adding/adjusting club venues.
2. Click on Fields in the left-hand column on the CPYSL website.
3. To ADD a venue, click on 'Add Venue' in upper-right corner.
4. Complete the Add Venue form and 'Click Here To Submit Your Form'.
5. To ADJUST a current venue, click on appropriate venue and then 'Update Venue'
6. Make desired changes.
7. Be sure to 'Click Here To Update Venue' to save changes.

# Initial Player, Team, and League Registration

## **PRE-POPULATED PLAYER, TEAM, AND LEAGUE FEE FORM**

1. When entering your Club's teams during Team Counts, you will be asked to enter the 'Player Count'. Select the number of players from the pull-down provided.
2. After completing Team Counts, you will be able to print a prepopulated form by clicking the Registration Form icon on your Club's home page. The form will include a list of your Fall 2025 teams and the fees owed for each team: Player fees (\$17.25 per player), Team Fees (\$39.00 per team), and League Fee (\$125.00 per team).



***Pre-populated Player, Team, and League Fee Form and payment for teams playing in CPYSL's Fall 2025 season are due in the office by Sun., July 13, 2025.***

**Teams playing in August Tournaments must be ADDED IN, COMPLETE, and READY for approval in the GotSport system by Sun., July 13.**

**All other teams must be ADDED IN, COMPLETE, and READY for approval in the GotSport system by Sun., July 27.**

1. Enter each player and coach onto their participating team in the GotSport system.
2. **Player's full first name and last name** must match player's proof of birth. NO nicknames, NO middle names, NO suffixes (Jr., III, etc.).
3. The player's date of birth must match the player's proof of birth.
4. Include a 'headshot' photo which should be updated at least every two years. Resize player photos to include player's head ONLY.



5. **NO PHOTOS OF PLAYERS WEARING MASKS, SUNGLASSES OR HATS.**
6. Proof of birth must be uploaded for new players for age verification. Proof of birth must be clear/easy to read. See CPYSL's FAQs for EPSYA acceptable proof of birth.

**7. A club representative must verify the accuracy of each new player's name and date of birth prior to requesting team approval by the league. New players that have been **Verified** by the club representative will show a **✓**.**

8. Player jersey numbers are required.
9. Once everything is entered and verified by the Club Registrar, please double-check your work before submitting it to the League Administrator for approval.

**Before submitting teams to CPYSL for approval, please double-check GotSport player profiles and paperwork. Does the team have a coach? Are all 'headshots' uploaded? Does the first and last name and date of birth entered in GotSport exactly match the player's proof of birth? Does each player have a jersey number? If not, make appropriate corrections before submitting to CPYSL.**

# Player & Coach Changes After Team is Approved

**COACH & PLAYER CHANGE REQUEST FORM**: CPYSL requires a completed **COACH & PLAYER CHANGE REQUEST FORM** for all coach and player changes to an approved roster.

After a team has been approved by the League, any requested changes to the team's roster must be submitted to the League using a CPYSL **COACH & PLAYER CHANGE REQUEST** form. This form is available in the **Downloads** section of the website. Do not submit this form until all changes listed on the form are complete and ready for approval. **COACH & PLAYER CHANGE REQUEST** forms can be emailed to the office at [office@cpysl.net](mailto:office@cpysl.net), mailed via the USPS to the office or dropped off at the office.

Fees for requested changes do NOT need to be provided at the time they are requested. CPYSL will calculate outstanding fees at the end of each season and your club will receive an invoice for all outstanding fees.

## 1. PRIMARY ADDITION

- Add player to roster in EPYSA's GotSport system. Upload required documents.
- NEW players must be **Verified** by the club representative, showing a ✓.
- Submit a CPYSL **COACH & PLAYER CHANGE REQUEST** form to league office.

## 2. SECONDARY ADDITION – maximum of two (CPYSL players) permitted per team for U15-U19 ONLY

- Request in EPYSA's GotSport system.
- Submit a CPYSL **COACH & PLAYER CHANGE REQUEST** form to league office.

## 3. RELEASE

- The club from which the player will be released must submit a completed **COACH & PLAYER CHANGE REQUEST** form to CPYSL listing the player(s) needing to be released.

## 4. TRANSFER – CPYSL's governing body, EPYSA, only permits five player transfers (*from one club to another club*) per team, per seasonal year (August 1-July 31)

- **A player's RELEASE from their current team must be requested by the releasing club and approved in GotSport by the current league's registrar *PRIOR TO* requesting a player's TRANSFER.**
- Once a player's release has been approved, the new club can search for the player, add them to the club, and assign them to the new team. Once the player is approved on the new roster, you will see a **T** to designate the transfer.
- The club to which the player will transfer must submit a completed **COACH & PLAYER CHANGE REQUEST** form to CPYSL listing the player(s) needing to be transferred.

## 5. COACH ADDITION

- Add a risk-management-complete coach to roster in EPYSA's GotSport system.
- If the coach doesn't automatically come through as approved/**Complete**, submit a CPYSL **COACH & PLAYER CHANGE REQUEST** requesting their approval.

## Club Pass and Secondary Players \*

\* CPYSL only allows CPYSL players to participate as Club Pass & Secondary players. Players from 'outside' leagues are not eligible to play in CPYSL.

**CLUB PASS PLAYERS:** CPYSL allows the use of Club Pass players with set limitations on the number and the eligibility to participate at certain levels. ***A Club Pass player is an age appropriate CPYSL primary player from within your own club that is borrowed by a team within your own club*** for temporary use to assist a team that may be short on players.

1. Players may only move up in age or division from their primary rostered team to compete in a higher-level match.
2. ***Club Pass Players must be rostered as a primary player on a CPYSL team.***
3. Players' name must be handwritten on the official game day roster line-up and the League's score report card.
4. If the league is providing hardcopy passes, player must borrow their player pass from their primary team/coach for the game in which they will Club Pass and then return the pass to the player's primary team prior to their next scheduled game.
  - a. U9-U12 teams – two (2) club pass players permitted per game.
  - b. U13-14 teams – three (3) club pass players permitted per game.
  - c. U15-19 teams – one of the following scenarios.
    - Two (2) club pass players and two (2) secondary players.
    - Three (3) club pass players and one (1) secondary player.
    - Four (4) club pass players (no secondary players active).
  - d. Club Pass players may be different players from game to game.
  - e. If there is a conflict for time/venue, Club Pass players shall play with their primary team first.

**SECONDARY PLAYERS:** CPYSL allows the use of secondary players in older age groups, U15-U19, with set limitations on the number and eligibility allowed to participate at certain levels. ***A secondary player is an age appropriate CPYSL primary player that has rostered as a secondary player on another CPYSL member club team.*** (If the league provides hardcopy passes, player will utilize a Secondary Player Pass acquired from the CPYSL office after registering as a Secondary player.)

- a. U15-19 Teams – one of the following options
  - Two (2) club pass players and a maximum of two (2) secondary players
  - Three (3) club pass players and one (1) secondary player
  - Four (4) club pass players (no secondary players active)
- b. Updated rosters required upon acquisition of Secondary Players.

## Basic Rules of Registration

1. Intramural/recreational players are NOT permitted to play on a travel team unless they are officially added by submitting all the required documents.
2. Non-registered and non-rostered players are considered ineligible and are NOT permitted to play on any CPYSL team. If in doubt, contact CPYSL.
3. If an ineligible player participates in games, those games will be declared forfeits, the team/club will be fined, and the coach may be required to meet with the CPYSL Review Board.
4. If you play against a team and believe that an ineligible player was used, **CONTACT YOUR CLUB** and they can submit your concern to CPYSL. Attach a copy of the opponent's line-up sheet noting the questionable player.

## Frequently Asked Questions (FAQs)

### 1. What are acceptable forms for proof of birth documents?

Proof of Age (Rule 204 of United States Youth Soccer)

Proof of age shall consist of:

- a valid Birth Certificate
- a Uniformed Services Identification and Privilege Card
- (DD Form 1173) issued by the uniformed services of the United States
- a birth registration issued by an appropriate government agency or board of health records
- a passport
- an 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, an unexpired federal, state or local government identification card (If documentation of date of birth is required)
- certification of a United States citizen born abroad issued by the appropriate government agency.

**NOT** acceptable proof of age shall consist of:

- Hospital Certificates
- Baptismal Certificates
- Religious Certificates
- Player passes from another league or state

### 2. What is the procedure to return CPYSL Score Report Cards

- Club Registrars should collect the Fall 2025 Game Report Cards from all the teams in their club and return them in one packet to the CPYSL office no later than November 30, 2025.
- Remove cards from plastic sleeves and unfold cards.
- Cards for your club can be dropped in the DROP-OFF box on the porch or mailed to: CPYSL, 4075 Lisburn Road, Mechanicsburg, PA 17055.

### **3. Does CPYSL have a uniform policy?**

- CPYSL does not have a policy on uniforms.
- We do not require teams to have two sets of uniforms.
- We encourage teams to have pinnies available if they need to change their uniform colors.
- We encourage coaches to communicate uniform concerns prior to the day of the game.

### **4. What is CPYSL's Inclusion Policy?**

- CPYSL follows the 'Inclusion Policy' of the United States Soccer Federation (USSF)
- [202223 USSF Policies \(1\).pdf](#), page 54-55
- Policy 601-5—Registration of Amateur Players, Section 6. Inclusion Policy

#### Section 6. Inclusion Policy

(A) To clarify the Bylaws, membership of the Federation is open to all soccer organizations and all soccer players, coaches, trainers, managers, administrators, and officials without discrimination on the basis of race, color, religion, age, sex, sexual orientation, gender identity, gender expression or national origin.

(B) For the purposes of registration on gender-based amateur teams, a player may register with the gender team with which the player identifies, and confirmation sufficient for guaranteeing access shall be satisfied by documentation or evidence that shows the stated gender is sincerely held, and part of a person's core identity. Documentation satisfying the herein stated standard includes, but is not limited to, government-issued documentation or documentation prepared by a health care provider, counselor, or other qualified professional not related to the player.

**Greencastle United Soccer Club Club Registration Form as of 6/2/2025  
(Print Registration Below and send to CPYSL Office with your payment.)**

**CENTRAL PENN YOUTH SOCCER LEAGUE**

**2025 Fall EPYSA PLAYER, TEAM AND CPYSL LEAGUE FEES**

Greencastle United Soccer Club										6/2/2025	
Team Information					Yearly EPYSA Fees					CPYSL League Fee	Totals
#	Age / Gender	CPYSL TeamId	Team Name	In August Tournament	Yearly Fee Paid	EPYSA Player Fee	Player Count	Total EPYSA Player Fee	EPYSA Team Fee	Fall 2025	Team Total
1	U10F	6311	GUSC Fire 16F	No	No	\$17.25	12	\$207.00	\$39.00	\$125.00	\$371.00
2	U11F	5124	GUSC Dream 15F	No	No	\$17.25	14	\$241.50	\$39.00	\$125.00	\$405.50
3	U12F	4919	GUSC Hornets 14F	No	No	\$17.25	14	\$241.50	\$39.00	\$125.00	\$405.50
4	U13F	4769	GUSC Riot 13F	No	No	\$17.25	15	\$258.75	\$39.00	\$125.00	\$422.75
5	U15F	4524	GUSC Destroyers 12F	Yes	No	\$17.25	12	\$207.00	\$39.00	\$125.00	\$440.00
6	U10M	6312	GUSC Crunch 16M	No	No	\$17.25	12	\$207.00	\$39.00	\$125.00	\$371.00
7	U10M	6313	GUSC Hamm 16M	No	No	\$17.25	12	\$207.00	\$39.00	\$125.00	\$371.00
8	U11M	5123	GUSC Warriors 15M	No	No	\$17.25	14	\$241.50	\$39.00	\$125.00	\$405.50
9	U11M	5125	GUSC Strykers 15M	No	No	\$17.25	14	\$241.50	\$39.00	\$125.00	\$405.50
10	U12M	4920	GUSC Legends 14M	No	No	\$17.25	14	\$241.50	\$39.00	\$125.00	\$405.50
11	U13M	4770	GUSC Rage 13M	No	No	\$17.25	15	\$258.75	\$39.00	\$125.00	\$422.75
<b>Total Club Due to CPYSL</b>										<b>\$4,426.00</b>	



**Note: Teams that paid their EPYSA yearly fees in the last Fall season and plays in the Spring season does not have to pay the EPYSA yearly fees. They only have to pay the CPYSL League Fee.**

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