

# CPYSL



# Registrar Handbook

**Spring 2022**

**This handbook is designed to assist Club Registrars with the 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 the CPYSL directly, they should discuss any league issues with their Club who can choose to bring the concerns to the attention of the 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 2021-Spring 2022 Age Group Chart

AGE GROUP	PLAYER BIRTH DATE RANGE
Under 09 Boys & Girls (U09)	01/01/2013 – 12/31/2013
Under 10 Boys & Girls (U10)	01/01/2012 – 12/31/2012
Under 11 Boys & Girls (U11)	01/01/2011 – 12/31/2011
Under 12 Boys & Girls (U12)	01/01/2010 – 12/31/2010
Under 13 Boys & Girls (U13)	01/01/2009 – 12/31/2009
Under 14 Boys & Girls (U14)	01/01/2008 – 12/31/2008
Under 15 Boys & Girls (U15)	01/01/2007 – 12/31/2007
Under 16 Boys & Girls (U16)	01/01/2006 – 12/31/2006
Under 17 Boys & Girls (U17)	01/01/2005 – 12/31/2005
Under 18 Boys & Girls (U18)	01/01/2004 – 12/31/2004
Under 19 Boys & Girls (U19)	01/01/2003 – 12/31/2003

## CPYSL Youngest Eligible Player

- ***Youngest Eligible Player for Jan. 1-Dec. 31, 2022 – 2015 date of birth***
- Youngest Eligible Player for Jan. 1-Dec. 31, 2023 – 2016 date of birth

## Roster Sizes

- U09/U10: 6 MIN. PLAYERS/12 MAX., play 7v7
- U11/U12: 8 MIN. PLAYERS/16 MAX., play 9v9
- U13 & UP: 8 MIN. PLAYERS/22 MAX. (18 on game day roster), play 11v11


## Spring 2022 – CPYSL Registration Dates \*

December 6	Spring 2022 Team Counts open
January 30	Spring 2022 Team Counts close
February 13	CPYSL Spring 2022 league fees due with completed "2022 SPRING LEAGUE FEES" form
February 21	Field "Non-Availability" Notification Deadline
February 21	DEADLINE to "request" division adjustment (contact B/G Travel VP)
March 6	"SPRING 2022 <b>NEW</b> TEAM AND PLAYER REGISTRATION AND FEES" form & fees due for NEW teams playing in Spring 2022
May 2	Fall 2022 Team Counts open
May 16	Deadline for Spring 2022 player change requests
May 16	Deadline for non-weather-related Spring 2022 game changes
June 26	Fall 2022 Team Counts close
June 30	Spring 2022 Game Report Cards due to CPYSL office

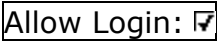
\* ***Refer to CPYSL's website Calendar for all important Spring & Fall 2022 dates.***

# CPYSL Website Access for Clubs

## Adding Club Officers

1. The Club Officer with Login access is responsible to add, delete, and update officers.
2. From your club's page in 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 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 to add, delete, and update teams.
2. From your club's page in 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 Spring 2022 Season.
4. Team's name should begin with club's name (ex. Harrisburg Panthers, not just Panthers).
5. Check the  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 to add teams to Team Counts.
2. Once you have entered/updated your team(s), you can add them to the Spring 2022 Team Counts.
3. Select "Click Here to Apply for Spring 2022 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 to add/adjust club venues.
2. Click on Fields in the left-hand column in 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 Club/Team Registration and Forms

**2022 SPRING CPYSL LEAGUE FEES:** Each club must submit a **2022 SPRING CPYSL LEAGUE FEES** form listing its teams that plan to participate in CPYSL's Spring 2022 season. This form is available in the **Downloads** section of the CPYSL website. Payment, via check payable to CPYSL, must be provided with the submission of the completed form. Spring league fees are due in the office by Sun., February 13, 2022.

## **SPRING 2022 INITIAL TEAM AND PLAYER REGISTRATION AND FEES:**

A completed **Spring 2022 INITIAL TEAM AND PLAYER REGISTRATION AND FEES** form and payment must be submitted for each team that plans to participate in CPYSL's Spring 2022 season. This form is available in the **Downloads** section of the CPYSL website. Payment, via a check payable to CPYSL, must be provided with the submission of your club's completed team forms. One check may be written for multiple teams submitted at the same time. ***Completed forms and payment for NEW teams playing in CPYSL's Spring 2022 season are due in the office by Sun., March 6, 2022.***

**Prior to submitting a SPRING 2022 INITIAL TEAM AND PLAYER REGISTRATION AND FEES form for any NEW Spring 2022 team, the team must be added in and ready for approval in the GotSport system.**

1. Enter each player and coach onto their participating team in the GotSport system.
2. ***Player's full first name and last name ONLY*** should match player's proof of birth. Player names should NOT include nicknames, middle names or suffixes (Jr., III, etc.).
3. Player's date of birth must match 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. Once everything is entered and verified, please double-check your work before submitting for approval.

COMPLETE MEANS COMPLETE – Before submitting teams to CPYSL for approval, please double-check GotSport player profiles and paperwork. 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? 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 COACH AND/OR 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@cpsl.net](mailto:office@cpsl.net), mailed to 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 a bill 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 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 per team, per seasonal year (August 1-July 31)

- Player's RELEASE from their current team must be requested by the releasing club and approved in GotSport by the league's registrar **PRIOR TO** requesting a player's TRANSFER.
- Once the player has been released, 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 risk management complete coach to roster in EPYSA's GotSport system.
- Submit a CPYSL **COACH & PLAYER CHANGE REQUEST** form to league office.

# Club Pass and Secondary Players

**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 the 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. ***Players must be rostered as a primary player on a CPYSL team.***
3. Players' name must be handwritten on the official game day roster and the League's score report card.
4. 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 at 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.*** Player will utilize a Secondary Player Pass acquired from the CPYSL office after registering as 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 of the required documents.
2. Non-registered and Non-rostered players are NOT permitted to play on any CPYSL team. If in doubt, contact CPYSL.
3. If an ineligible player participates in games, those games may 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 Spring 2022 Game Report Cards from all the teams in their club and return them in one packet to the CPYSL office no later than June 30, 2022.
- 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.



# CENTRAL PENN YOUTH SOCCER LEAGUE

## 2022 SPRING CPYSL LEAGUE FEES

**A completed copy of this form, along with payment, must be submitted to the CPYSL office by Sunday, February 13, 2022.**

CLUB: \_\_\_\_\_ DATE: \_\_\_\_\_

LEAGUE FEE X # OF TEAMS = TOTAL DUE

PREMIER & DIVISION 1 TEAMS: \* \$150.00 X \_\_\_\_\_ = \$ \_\_\_\_\_  
*\*\$50.00 upcharge offsets additional fees for utilizing GotSoccer points.*

DIVISION 2 & LOWER TEAMS: \$100.00 X \_\_\_\_\_ = \$ \_\_\_\_\_

CHECK NUMBER \_\_\_\_\_ TOTAL \$ \_\_\_\_\_  
*Check payable to CPYSL.*

### LIST OF TEAMS FOR WHICH YOU ARE PAYING FEES:

#	AGE & GENDER	REQUESTED DIVISION	CPYSL 4 DIGIT TEAM ID #	TEAM NAME AS IT APPEARS IN GOTSPORT.
ex	U11F	1	3809	Camp Hill SC U11F Blue 2011
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				

PLEASE LIST ADDITIONAL TEAMS ON THE REVERSE SIDE OF THIS FORM.

LIST OF TEAMS FOR WHICH YOU ARE PAYING FEES:

#	AGE & GENDER	REQUESTED DIVISION	CPYSL 4 DIGIT TEAM ID #	TEAM NAME AS IT APPEARS IN GOTSPORT.
13				
14				
15				
16				
17				
18				
19				
20				
21				
22				
23				
24				
25				
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37				
38				
39				
40				

# CENTRAL PENN YOUTH SOCCER LEAGUE

## SPRING 2022 NEW TEAM AND PLAYER REGISTRATION AND FEES

This form needs to be submitted for **NEW "SPRING ONLY" TEAMS** without a previously approved 2021-2022 EPYSA roster.

PAYMENT FOR THIS TEAM IS DUE WITH THIS FORM.

ONE CHECK CAN BE WRITTEN FOR MULTIPLE TEAMS SUBMITTED AT THE SAME TIME.

**Form and payment should only be submitted when team is COMPLETELY READY FOR APPROVAL.**

**1) Proof of birth must be provided for every player.**

**2) Player's name and date of birth must match proof of birth...no nicknames.**

**3) Photos must be uploaded for every player and coach.**

Club: \_\_\_\_\_ Date: \_\_\_\_\_

CPYSL ID #: \_\_\_\_\_ Age Group, U- \_\_\_\_\_ F/M \_\_\_\_\_

Team Name: \_\_\_\_\_

*Exactly as it is entered in the GotSport system.*

### EPYSA AND CPYSL FEES

EPYSA Team Fee *(yearly per team fee collected by CPYSL & paid to EPYSA)* \$ 7.00

EPYSA Insurance Fee *(yearly per team fee collected by CPYSL & paid to EPYSA)* \$ 32.00

# PRIMARY PLAYERS \_\_\_\_\_ x \$14.25 = \$ \_\_\_\_\_

*(yearly per player fee collected by CPYSL & paid to EPYSA: \$12.75 EPYSA, \$1.50 CPYSL)*

**Total due for this team, payable to CPYSL.**

Name of Club Registrar submitting form: \_\_\_\_\_

### **LEAGUE USE ONLY**

Registered w/League	_____
DOB Verified	_____
Photos Approved	_____
Team Approved	_____

# CENTRAL PENN YOUTH SOCCER LEAGUE

## COACH AND PLAYER CHANGE REQUEST FORM

**CLUB:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**Fees for requested player changes to an APPROVED roster will be calculated via EPYSA's GotSport system, assessed, and billed to the Club at the end of each season.**

### **Number of Players**

<b>Coach Addition</b> (EPYSA \$0.00; CPYSL \$0.00)	(C)	<u>XXXXX</u>
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**Primary Player Fee** (A) \_\_\_\_\_  
(\$14.25; EPYSA \$12.75; CPYSL \$1.50)

**Direct to Primary Fee** (D) \_\_\_\_\_  
 (\$1.50: EPYSA \$0.00; CPYSL \$1.50)

**Out of State Player Fee** (0) \_\_\_\_\_  
 (\$1.50; EPYSA \$0.00; CPYSL \$1.50)

**Secondary Player Fee** (S) \_\_\_\_\_  
 (\$4.50: EPYSA \$3.00; CPYSL \$1.50)

**Player Release** (R) \_\_\_\_\_  
 (\$1.50: EPYSA \$0.00; CPYSL \$1.50)

**Player Transfer** (T) \_\_\_\_\_  
 (\$1.50: EPYSA \$0.00; CPYSL \$1.50)

[illegible]