

# CPYSL



# Registrar Handbook

**Spring 2024**

**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.**

## Spring 2024 CPYSL Calendar

January	1	CPYSL Office Closed, Happy New Year!
January	2	Deadline for NEW CLUBS to submit paperwork and payments to request CPYSL membership for spring season.
January	10	CPYSL ANNUAL GENERAL MEETING, 7:00 PM, mandatory attendance by a club representative.
January	15	CPYSL Office Closed, Martin Luther King Day
January	28	TEAM COUNTS CLOSE for Spring 2024 season
February	7	Competition Committee Meeting, Girls 6:30 PM, Boys 8:00 PM
February	9	Competition Committee Meeting division results posted
February	11	LEAGUE FEES_SPRING 2024 form and payment due for all spring 2024 teams.
February	14	DEADLINE to "request" division adjustment, contact the appropriate CPYSL VP of Travel (Boys or Girls)
February	16	FOR SCHEDULING, DEADLINE to submit dates a venue/field will not be available for the Spring 2024 season.
February	19	CPYSL Office Closed, President's Day
March	3	TEAM, INSURANCE & PLAYER FEES_SPRING 2024 form and payment due for NEW teams for Spring 2024 (teams not previously registered for the 2023-2024 year).
March	20	CPYSL Board Meeting, 7:00 PM
March	30-31	Easter Weekend
April	6-7	OPENING WEEKEND for Spring 2024 season
April	29	TEAM COUNTS OPEN for Fall 2024 regular season
May	13	Rosters are FROZEN for the remainder of the spring season (with exception of NEW ADDITIONS)
May	13	DEADLINE for game change requests (exception for teams continuing in State Cup play)
May	25-26	Memorial Day Weekend, no CPYSL games
May	27	CPYSL Office Closed, Memorial Day
May	29	Deadline for NEW CLUBS to submit paperwork and payment to request CPYSL membership for fall season.
June	1-2	Last weekend of regular season Spring 2024 games
June	8-9	FINAL WEEKEND for Spring 2024 games
June	12	CPYSL Board Meeting, 7:00 PM
June	17-21	CPYSL Office Closed, Exec. Admin. on vacation
June	23	TEAM COUNTS CLOSE for Fall 2024 regular season
June	30	DEADLINE to return CPYSL Game Report Cards to office - <i>Club Registrar to collect all cards to turn in at CPYSL.</i>

**\* Refer to CPYSL's website Calendar for all important 2024 dates.**

# Fall 2023-Spring 2024 Age Group Chart

AGE GROUP	PLAYER BIRTH DATE RANGE
Under 09 Boys & Girls (U09)	01/01/2015 – 12/31/2015
Under 10 Boys & Girls (U10)	01/01/2014 – 12/31/2014
Under 11 Boys & Girls (U11)	01/01/2013 – 12/31/2013
Under 12 Boys & Girls (U12)	01/01/2012 – 12/31/2012
Under 13 Boys & Girls (U13)	01/01/2011 – 12/31/2011
Under 14 Boys & Girls (U14)	01/01/2010 – 12/31/2010
Under 15 Boys & Girls (U15)	01/01/2009 – 12/31/2009
Under 16 Boys & Girls (U16)	01/01/2008 – 12/31/2008
Under 17 Boys & Girls (U17)	01/01/2007 – 12/31/2007
Under 18 Boys & Girls (U18)	01/01/2006 – 12/31/2006
Under 19 Boys & Girls (U19)	01/01/2005 – 12/31/2005

## CPYSL Youngest Eligible Player

- Youngest Eligible Player for Jan. 1-Dec. 31, 2023 – 2016 date of birth
- ***Youngest Eligible Player for Jan. 1-Dec. 31, 2024 – 2017 date of birth***

## Playing Up

- True U09 (2015 DOB) through true U14 (2010 DOB) players may play up TWO age groups/birth years.
- True U15 (2009 DOB) and true U16 (2008 DOB) players may play up THREE age groups/birth years.

## 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

## 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 to add, delete, and update 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 Spring 2024 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 to add teams to Team Counts.
2. Once you have entered/updated your team(s), you can add them to the Spring 2024 Team Counts.
3. Select 'Click Here to Apply for Spring 2024 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

**2024 SPRING CPYSL LEAGUE FEES**: Each club must submit a **2024 SPRING CPYSL LEAGUE FEES** form listing its teams that plan to participate in CPYSL's Spring 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 completed form. **Spring league fees are due in the office Sun., February 11, 2023.**

**SPRING 2024 INITIAL TEAM AND PLAYER REGISTRATION AND FEES**: A completed **SPRING 2024 INITIAL TEAM AND PLAYER REGISTRATION AND FEES** form and payment must be submitted for any **NEW** team planning to participate in CPYSL's Fall season. This form is available in the **Downloads** section of the CPYSL website. Payment, via a check payable to CPYSL, must be provided with your club's completed team forms. One check may be written for multiple teams submitted at the same time. **Completed forms and payment for teams playing in CPYSL's Spring 2024 season are due in the office by Sun., March 3, 2024.**

**Prior to submitting a SPRING 2024 INITIAL TEAM AND PLAYER REGISTRATION AND FEES form for any 2023-2024 team, the team must be ADDED IN, COMPLETE, 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. The 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 by Club Registrar, please double-check your work before submitting 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? 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** all for 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 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 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 \*

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

**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. 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 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.*** If the league is providing 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 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 2024 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, 2024.
- 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. 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.

# CENTRAL PENN YOUTH SOCCER LEAGUE

## 2024 SPRING CPYSL LEAGUE FEES

A completed copy of this form, along with payment, must be submitted to the CPYSL office by Sunday, February 11, 2024.

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

LEAGUE FEE X # OF TEAMS = TOTAL DUE

SPRING 2024 LEAGUE FEE                      \$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	U12F	1	3809	Camp Hill SC U12F Blue 2012
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				

**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.
15				
16				
17				
18				
19				
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# CENTRAL PENN YOUTH SOCCER LEAGUE

## SPRING 2024 NEW TEAM AND PLAYER REGISTRATION AND FEES

This form needs to be submitted for NEW "SPRING ONLY" TEAMS without a previously approved 2023-2024 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 \$17.25 = \$ \_\_\_\_\_

*(yearly per player fee collected by CPYSL & paid to EPYSA: \$15.75 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	_____

