

# CPYSL



# Registrar Handbook

**Fall 2026**

**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)**

# Table of Contents

Office Location and Hours	Page 2
CPYSL Fall 2026 Registration Dates	Page 3
Age Group Chart	Page 4
Youngest Eligible Player	Page 4
Playing Up	Page 4
Roster Sizes	Page 4
Scheduled Game Days	Page 4
CPYSL Website Access for Clubs	Page 5
Initial Club and Team Registration	Page 6
Player/Coach Changes After Team is Approved	Page 7
Club Pass and Secondary Players	Page 8
Basic Rules of Registration	Page 9
Frequently Asked Questions (FAQs)	Page 9
Forms	
• Sample of PRE-POPULATED PLAYER, TEAM, AND LEAGUE FEE FORM	
• COACH AND PLAYER CHANGE REQUEST FORM	

**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, which 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 normal business hours, please let us know, and we will place them in the PICK-UP bin 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 – 2:00 PM
Tuesday	Closed
Wednesday	8:00 AM – 2:00 PM
Thursday	8:00 AM – 2:00 PM
Friday	Closed

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

## Fall 2026 CPYSL Calendar

June	10	CPYSL Board Meeting; 7:00 PM
June	13-14	FINAL WEEKEND for Spring 2026 games
June	28	TEAM COUNTS CLOSE for Fall 2026 season
June	30	DUE IN OFFICE – Spring 2026 Score Report Cards due to CPYSL office. <u>Club Registrar to collect all cards to turn in at CPYSL.</u>
July	4	CPYSL Office Closed; Independence Day
July	8	Competition Committee Meeting, ZOOM format; G 6:30 PM, B 8:00
July	10	Competition Committee Meeting division results posted
July	12	DUE IN OFFICE – Pre-populated Player, Team, and League Fee Form & payment due for teams playing in Fall 2026 season
July	12	Teams playing in August Tournaments must be ready for processing and approval in the GotSport system.
July	15	DEADLINE to <u>request</u> division adjustment; contact the appropriate CPYSL VP of Travel (Boys or Girls)
July	17	DEADLINE to notify CPYSL of field 'Non-Availability.'
July	26	Teams NOT playing in August Tournaments must be ready for processing and approval in the GotSport system.
August	22-23	OPENING WEEKEND FOR FALL 2026 SEASON
September	5-6	Labor Day Weekend, no CPYSL games
September	7	CPYSL Office Closed; Labor Day
September	9	CPYSL Board Meeting; 7:00 PM
October	9	CPYSL Office Closed; Columbus Day Weekend
October	10-11	Columbus Day Weekend, no CPYSL games
October	12	CPYSL Office Closed; Columbus Day Weekend
October	17-18	Shhhh...Silent Weekend
November	7-8	FINAL WEEKEND for Fall 2026 games
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 2026 Score Report Cards due to the CPYSL office. <u>Club Registrar to collect all cards to turn in at CPYSL.</u>
December	7	TEAM COUNTS OPEN for Spring 2027 season
December	21-Jan. 1	CPYSL Office Closed; Christmas & New Year

**\* Refer to CPYSL's website Calendar for all important 2026 dates.**

# Fall 2026-Spring 2027 Age Group Chart

<b>AGE GROUP</b>	<b>PLAYER BIRTH DATE RANGE</b>
<b>Under 9 Boys &amp; Girls (U9)</b>	<b>08/01/2017 – *12/31/2019</b>
<b>Under 10 Boys &amp; Girls (U10)</b>	<b>08/01/2016 – 07/31/2017</b>
<b>Under 11 Boys &amp; Girls (U11)</b>	<b>08/01/2015 – 07/31/2016</b>
<b>Under 12 Boys &amp; Girls (U12)</b>	<b>08/01/2014 – 07/31/2015</b>
<b>Under 13 Boys &amp; Girls (U13)</b>	<b>08/01/2013 - 07/31/2014</b>
<b>Under 14 Boys &amp; Girls (U14)</b>	<b>08/01/2012 - 07/31/2013</b>
<b>Under 15 Boys &amp; Girls (U15)</b>	<b>08/01/2011 - 07/31/2012</b>
<b>Under 16 Boys &amp; Girls (U16)</b>	<b>08/01/2010 - 07/31/2011</b>
<b>Under 17 Boys &amp; Girls (U17)</b>	<b>08/01/2009 - 07/31/2010</b>
<b>Under 18 Boys &amp; Girls (U18)</b>	<b>08/01/2008 - 07/31/2009</b>
<b>Under 19 Boys &amp; Girls (U19)</b>	<b>08/01/2007 - 07/31/2008</b>

## CPYSL Youngest Eligible Player

**\* 2026-2027 Youngest Eligible Player – December 31, 2019.**

## Playing Up

- True U09 through true U14 players may play up TWO age groups.
- True U15 and true U16 players may play up THREE age groups.

## 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

- U9 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 team(s) that will be participating in CPYSL's Fall 2026 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 2026 Team Counts.
3. Select 'Click Here to Apply for Fall 2026 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 and 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 the 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 2026 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 2026 season are due in the office by Sun., July 12, 2026.***

**Teams playing in August Tournaments must be ADDED IN, COMPLETE, and READY for approval in the GotSport system by Sunday, July 12.**

**All other teams must be ADDED IN, COMPLETE, and READY for approval in the GotSport system by Sunday, July 26.**

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 the 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 show only the player's head.



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 before 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? Do 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

**A completed CPYSL COACH & PLAYER CHANGE REQUEST FORM is required 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 REQUESTED 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 them.

## 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 *before* 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 transfers 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' names must be handwritten on the official game day roster line-up and the League's score report card.
4. If the league provides hardcopy passes, players 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 before 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 of eligible players permitted to participate at certain levels. ***A secondary player is an age-appropriate CPYSL primary player who has been rostered on another CPYSL member club team.*** (If the league provides hardcopy passes, the 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 is 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 (United States Youth Soccer Rule 204)

#### Acceptable documents for proof of age and birthplace include:

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

***\*\*In accordance with USYS Rule 204, hospital, baptismal, or religious certificates will NOT be accepted.***

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

- Club Registrars should collect the Fall 2026 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, 2026.
- 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 before 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.

**Carlisle Area Youth Soccer Club Registration Form as of 6/10/2026  
(Print Registration Below and sent to CPYSSL Office with your payment.)**

**CENTRAL PENN YOUTH SOCCER LEAGUE**

**2026 Fall EPYSA PLAYER, TEAM AND CPYSSL LEAGUE FEES**

Carlisle Area Youth Soccer										6/10/2026	
Team Information					Yearly EPYSA Fees					CPYSSL League Fee	Totals
#	Age / Gender	CPYSSL TeamId	Team Name	In August Tournament	Yearly Fee Paid	EPYSA Player Fee	Player Count	Total EPYSA Player Fee	EPYSA Team Fee	Fall 2026	Team Total
1	U09F	6514	Carlisle Lady Legends	No	No	\$17.25	9	\$155.25	\$39.00	\$125.00	\$319.25
2	U09F	6515	Carlisle Storm	No	No	\$17.25	10	\$172.50	\$39.00	\$125.00	\$336.50
3	U10F	6328	Carlisle Firecrackers	No	No	\$17.25	9	\$155.25	\$39.00	\$125.00	\$319.25
4	U11F	5101	Carlisle Lightning	No	No	\$17.25	15	\$258.75	\$39.00	\$125.00	\$388.25
5	U12F	4863	Carlisle Lasers	No	No	\$17.25	15	\$258.75	\$39.00	\$125.00	\$422.75
6	U13F	4864	Carlisle Vortex	No	No	\$17.25	14	\$241.50	\$39.00	\$125.00	\$405.50
7	U14F	4703	Carlisle Cyclones	No	No	\$17.25	18	\$310.50	\$39.00	\$125.00	\$474.50
8	U10M	6374	Carlisle Rockets	No	No	\$17.25	10	\$172.50	\$39.00	\$125.00	\$336.50
9	U11M	5116	Carlisle Cosmos	No	No	\$17.25	11	\$189.75	\$39.00	\$125.00	\$353.75
10	U12M	4865	Carlisle Chaos	No	No	\$17.25	12	\$207.00	\$39.00	\$125.00	\$371.00
11	U12M	5117	Carlisle Thunder	No	No	\$17.25	12	\$207.00	\$39.00	\$125.00	\$371.00
12	U13M	4705	Carlisle Hustle	No	No	\$17.25	15	\$258.75	\$39.00	\$125.00	\$422.75
13	U14M	4451	Carlisle Union	No	No	\$17.25	16	\$276.00	\$39.00	\$125.00	\$440.00
<b>Total Club Due to CPYSSL</b>										<b>\$4,961.00</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 CPYSSL League Fee.**

Exit

Print Screen

