

EPYSA

Team/Player Registration

Instructions 2009-10 Season

Note: this process is the same from last season

KEY INFORMATION AND DATES:

- Registration dates for stamping passes and team rosters (**locations and times to be determined**)
- Registration process is now available for all clubs. Log onto [EPYSA](#) and click onto "registration and database" on the left side.
- Begin with the "Blue" highlighted headings for "Step 1 Age Group Levels." This section is to be completed by your club Registrar. Follow all instructions carefully.
- After Step 1 is accepted by EPYSA, you can proceed to "Step 2 Risk Management." This is to be filled out by all volunteers involved with your club. Again – FOLLOW ALL INSTRUCTIONS!
- After this step has been accepted by EPYSA, you can proceed to "Step 3 RG 1." This is to be completed by your club president or registrar.
- Once this is available, begin to enter your team. When filling out each player's RG6, make sure you answer all the questions. There will be a new question just before section II in which you need to complete. Failure to complete these questions will cause your team's audit to fail and I WILL NOT be able to approve your team.
- Each player must have an EMAIL address in the system. This can be the same as the parents. The email is used to contact the player/family when his player status is changed (i.e. released, transferred, etc.).
- After you have entered your team into the system and ALL info has been checked for mistakes, your CLUB REGISTRAR MUST APPROVE YOUR TEAM BEFORE I APPROVE THE TEAM.
- All passes will be printed on EPYSA cardstock. Cardstock needs to be requested via e-mail at epysaregistrar@delcosoccer.org with the number of BOYS TEAMS ONLY indicated in e-mail. There will be several locations where you will be able to pick up cardstock or you can send SASE for return (post office only). Pick up times and locations will be posted on website.
- ANY PROBLEMS with the EPYSA registration database should be addressed to EPYSA at 215-657-7727

Delco Registration information

All clubs must attend registration nights for paperwork to be processed. I will not accept packets by mail before start of season.

After season begins, changes to rosters (adds/releases/transfers) will be accepted by mail (with SASE for return) or dropped off in Delco box on porch until roster freeze date of 10/9/09.

Information needed at registration nights

1. TWO COPIES OF THE ROSTER
2. ALL PLAYER PASSES – SIGNED (signature MUST match name on birth cert and name printed on the pass – NO NICKNAMES) AND PICTURE AFFIXED WITH GLUE (NO TAPE). **Please note: ONLY players are to sign their pass, not adults, no exceptions. Any packet containing a signature determined to not be signed by the player will be returned immediately.**
3. COACHES PASSES (SAME AS ABOVE)
4. RG6 FOR ALL PLAYERS (COACHES DO NOT NEED A RG6)
5. PROOF OF AGE ACCEPTABLE:

LAST YEAR'S EPYSA (DELCO LEAGUE ONLY) PASS FOR RETURNING PLAYERS OR COPY OF BIRTH CERT/PASSPORTS FOR NEW PLAYERS
(copies of birth cert/passport will be returned to coach).

***US Club passes and passes from other leagues WILL NOT be accepted as proof of birth for Delco. Delco must have a copy of a birth certificate on file for all players.**

REMINDERS: PASSES belong to DELCO not the PLAYER nor TEAM. Last year's passes will not be returned after checking for proof of age.

I will not approve any team with missing info or incorrect info. DELEGATES: DO NOT BRING IT TO REGISTRATION UNLESS ALL INFO HAS BEEN CHECKED AND DOUBLE CHECKED BY YOU PERSONALLY WHO WILL BE BRINGING IT TO THE REGISTRATION NIGHT FOR PROCESSING.

Pictures that are already laminated cannot be used for new passes. Make sure ALL copies of paperwork (birth cert) are CLEAR and can be read without problems.

Barb Budgick
Delco Registrar
1113 Randall Ave
Boothwyn, Pa 19061

barbbudgick@comcast.net

All correspondence should be done via e-mail – no phone calls please.