

EPYSA

Team/Player Registration

Instructions 2010-11 Season

Note: this process is the same from last season – This is only epysa database instructions, please make sure you follow Delco process below when preparing paperwork for Delco registrar

KEY INFORMATION AND DATES:

- 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.
- 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. You may pick up cardstock at my home or you can send SASE for return (post office only).
- UNDER NO CIRCUMSTANCES ARE YOU TO CONTACT EPYSA WITHOUT APPROVAL FROM A DELCO BOARD MEMBER. EPYSA WILL NOT MAKE CHANGES TO ANY DELCO ROSTER WITHOUT PERMISSION FROM THE DELCO REGISTRAR!

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, this includes PS1 changes done before season (see those instructions)

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 **September 30, 2010**. AGAIN, PLEASE SEE INSTRUCTION FOR CHANGES BEFORE YOU SEND IN YOUR PAPERWORK!

Information needed at registration nights

1. TWO COPIES OF THE ROSTER – I NO LONGER APPROVE ROSTER UNTIL AFTER PAPERWORK IS PROCESSED. ALL ROSTERS ARE TO BE PRINTED FROM TEAM PAGE – NOT PLAYER PAGE.
2. ALL PLAYER PASSES –PICTURE AFFIXED WITH GLUE (NO TAPE) Signatures no longer required.
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 OFFICIAL BIRTH CERT/PASSPORTS FOR NEW PLAYERS (hospital birth certificates are not accepted) (copies of birth cert/passport will be returned to coach).
6. FOREIGN BORN FORMS ARE NEEDED ONLY FOR NEW PLAYERS TO EPYSA THIS YEAR. IF THEY FILLED OUT THE FORMS LAST YEAR THEY ARE NOT NEEDED. DELCO WILL MAIL THEM TO EPYSA.

***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. IF YOU CAN NOT ATTEND REGISTRATION NIGHT YOU MUST SEND ME NAME OF PERSON COMING IN YOUR PLACE. (note: it is still your responsibility to make sure all info is correct before it is sent to delco 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.