

CPYSL



Registrar Handbook

Fall 2025

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
Email: office@cpyssl.net

Table of Contents

| | |
|---|--------|
| Office Location and Hours | Page 2 |
| CPYSL Fall 2025 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 who 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 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 2025 CPYSL Calendar

| | | |
|-------------|-------------|--|
| June | 9-13 | Office Closed, Exec. Admin. on vacation |
| June | 11 | CPYSL Board Meeting; 7:00 PM |
| June | 29 | TEAM COUNTS CLOSE for Fall 2025 regular season |
| July | 4 | CPYSL Office Closed; Independence Day |
| July | 9 | Competition Committee Meeting, ZOOM format; G 6:30 PM, B 8:00 |
| July | 11 | Competition Committee Meeting division results posted |
| July | 13 | DUE IN OFFICE – Pre-populated Player, Team, and League Fee Form & payment due for teams playing in Fall 2025 season |
| July | 13 | Teams playing in August Tournaments must be ready for processing and approval in the GotSport system. |
| July | 16 | DEADLINE to <u>request</u> division adjustment; contact the appropriate CPYSL VP of Travel (Boys or Girls) |
| July | 18 | DEADLINE to notify CPYSL of field 'Non-Availability' |
| July | 27 | Teams NOT playing in August Tournaments must be ready for processing and approval in the GotSport system. |
| August | 23-24 | OPENING WEEKEND FOR FALL 2025 SEASON |
| August | 25 | Cup Qualifying League (CQL) 2025 Team Counts open |
| September | 1 | CPYSL Office Closed; Labor Day |
| September | 3 | CPYSL Board Meeting; 7:00 PM |
| September | 28 | Cup Qualifying League (CQL) 2025 Team Counts close |
| September | 28 | DUE IN OFFICE – Cup Qualifying League (CQL) form & fees due |
| September | 28 | DUE IN OFFICE – Team, Insurance & Player form & fees due for Cup Qualifying League (CQL) teams |
| September | 28 | Cup Qualifying League teams must be ready for processing and approval in the GotSport system. |
| October | 10-13 | CPYSL Office Closed; Columbus Day Weekend |
| October | 13 | Deadline for Fall 2025 player changes and game changes |
| October | 18-19 | Shhhh...Silent Weekend |
| 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 2025 Score Report Cards due to CPYSL office. <u>Club Registrar to collect all cards to turn in at CPYSL.</u> |
| December | 22-Jan. 2 | CPYSL Office Closed; Christmas & New Year |

*** Refer to CPYSL's website Calendar for all important 2025 dates.**

Fall 2025-Spring 2026 Age Group Chart

| AGE GROUP | PLAYER BIRTH DATE RANGE |
|-----------------------------|-------------------------|
| Under 09 Boys & Girls (U09) | 01/01/2017 – 12/31/2017 |
| Under 10 Boys & Girls (U10) | 01/01/2016 – 12/31/2016 |
| Under 11 Boys & Girls (U11) | 01/01/2015 – 12/31/2015 |
| Under 12 Boys & Girls (U12) | 01/01/2014 – 12/31/2014 |
| Under 13 Boys & Girls (U13) | 01/01/2013 – 12/31/2013 |
| Under 14 Boys & Girls (U14) | 01/01/2012 – 12/31/2012 |
| Under 15 Boys & Girls (U15) | 01/01/2011 – 12/31/2011 |
| Under 16 Boys & Girls (U16) | 01/01/2010 – 12/31/2010 |
| Under 17 Boys & Girls (U17) | 01/01/2009 – 12/31/2009 |
| Under 18 Boys & Girls (U18) | 01/01/2008 – 12/31/2008 |
| Under 19 Boys & Girls (U19) | 01/01/2007 – 12/31/2007 |

CPYSL Youngest Eligible Player

- ***Youngest Eligible Player for Jan. 1-Dec. 31, 2025 – 2018 date of birth***
- Youngest Eligible Player for Jan. 1-Dec. 31, 2026 – 2019 date of birth

Playing Up

- True U09 (2017 DOB) through true U14 (2012 DOB) players may play up TWO age groups/birth years.
- True U15 (2011 DOB) and true U16 (2010 DOB) players may play up THREE age groups/birth years.

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

- 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 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 teams(s) that will be participating in CPYSL's Fall 2025 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 2025 Team Counts.
3. Select 'Click Here to Apply for Fall 2025 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 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 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 2025 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 2025 season are due in the office by Sun., July 13, 2025.

Teams playing in August Tournaments must be ADDED IN, COMPLETE, and READY for approval in the GotSport system by Sun., July 13.

All other teams must be ADDED IN, COMPLETE, and READY for approval in the GotSport system by Sun., July 27.

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 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 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. 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? Does 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

COACH & PLAYER CHANGE REQUEST FORM: CPYSL requires a completed **COACH & PLAYER CHANGE REQUEST FORM** 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 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, 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 (*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 *PRIOR TO* 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 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 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' name must be handwritten on the official game day roster line-up 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 in 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 provides 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 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 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 Fall 2025 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, 2025.
- 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 prior to 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.

Greencastle United Soccer Club Club Registration Form as of 6/2/2025
(Print Registration Below and sent to CPYSL Office with your payment.)

CENTRAL PENN YOUTH SOCCER LEAGUE

2025 Fall EPYSA PLAYER, TEAM AND CPYSL LEAGUE FEES

| Greencastle United Soccer Club | | | | | | | | | | 6/2/2025 | |
|--------------------------------|--------------|--------------|---------------------|----------------------|-------------------|------------------|--------------|------------------------|----------------|-------------------|------------|
| Team Information | | | | | Yearly EPYSA Fees | | | | | CPYSL League Fee | Totals |
| # | Age / Gender | CPYSL TeamId | Team Name | In August Tournament | Yearly Fee Paid | EPYSA Player Fee | Player Count | Total EPYSA Player Fee | EPYSA Team Fee | Fall 2025 | Team Total |
| 1 | U10F | 6311 | GUSC Fire 16F | No | No | \$17.25 | 12 | \$207.00 | \$39.00 | \$125.00 | \$371.00 |
| 2 | U11F | 5124 | GUSC Dream 15F | No | No | \$17.25 | 14 | \$241.50 | \$39.00 | \$125.00 | \$405.50 |
| 3 | U12F | 4919 | GUSC Hornets 14F | No | No | \$17.25 | 14 | \$241.50 | \$39.00 | \$125.00 | \$405.50 |
| 4 | U13F | 4769 | GUSC Riot 13F | No | No | \$17.25 | 15 | \$258.75 | \$39.00 | \$125.00 | \$422.75 |
| 5 | U15F | 4524 | GUSC Destroyers 12F | Yes | No | \$17.25 | 12 | \$207.00 | \$39.00 | \$125.00 | \$440.00 |
| 6 | U10M | 6312 | GUSC Crunch 16M | No | No | \$17.25 | 12 | \$207.00 | \$39.00 | \$125.00 | \$371.00 |
| 7 | U10M | 6313 | GUSC Hamm 16M | No | No | \$17.25 | 12 | \$207.00 | \$39.00 | \$125.00 | \$371.00 |
| 8 | U11M | 5123 | GUSC Warriors 15M | No | No | \$17.25 | 14 | \$241.50 | \$39.00 | \$125.00 | \$405.50 |
| 9 | U11M | 5125 | GUSC Strykers 15M | No | No | \$17.25 | 14 | \$241.50 | \$39.00 | \$125.00 | \$405.50 |
| 10 | U12M | 4920 | GUSC Legends 14M | No | No | \$17.25 | 14 | \$241.50 | \$39.00 | \$125.00 | \$405.50 |
| 11 | U13M | 4770 | GUSC Rage 13M | No | No | \$17.25 | 15 | \$258.75 | \$39.00 | \$125.00 | \$422.75 |
| Total Club Due to CPYSL | | | | | | | | | | \$4,426.00 | |

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 CPYSL League Fee.

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[Print Screen](#)

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

| | |
|---|--|
| C - Coach Addition (EPYSA \$0.00; CPYSL \$0.00) | |
| A - Primary Player Fee (\$17.25: EPYSA \$15.75; CPYSL \$1.50) | |
| D - Direct to Primary Fee (\$1.50: EPYSA \$0.00; CPYSL \$1.50) | |
| I - Intramural-Rec to Travel Fee (\$6.50: EPYSA \$5.00; CPYSL \$1.50) | |
| S - Secondary Player Fee * (\$4.50: EPYSA \$3.00; CPYSL \$1.50) | |
| R - Player Release (\$2.50: EPYSA \$1.00; CPYSL \$1.50) | |
| T - Player Transfer (\$2.50: EPYSA \$1.00; CPYSL \$1.50) | |

** Secondary players are only permitted on U15 & older teams and must be primary on a team playing in CPYSL.*

| C-Coach A-Addition D-Direct I-Rec to Travel S-Secondary * R-Release T-Transfer | CPYSL 4 DIGIT TEAM ID # | TEAM NAME AS IT WAS ENTERED IN GOTSPORT | NAME OF COACH ADDED OR NAME OF PLAYER | DATE APPRVD. BY LEAGUE |
|--|----------------------------------|--|--|---------------------------------|
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