

## US Club Soccer Registration

### Teams New to the US Club System

1. In order to create a new team, please provide the following information to LVU Registrar:

- Team Name, Age Group, and Gender
- League of Play
- Coach and manager information
  - i. Full Name
  - ii. Phone
  - iii. Email
  - iv. Address
    - Email will be used as your login to the USClubSoccer.org system

2. All coaches must complete the following steps in the [www.usclubsoccer.org](http://www.usclubsoccer.org) website:

- 1 Complete Sideline Sports Doc online course:** [sidelinesportsdoc.com/usclubsoccer/](http://sidelinesportsdoc.com/usclubsoccer/)
  - Effective July 1, all coaches and staff members registering with US Club Soccer must complete this course each time a background check is required (approximately every two years). Users will receive a confirmation number when the course is complete, which must then be entered into the corresponding background screening application (see #2 below). This step must be completed by the person registering with US Club Soccer.

- 2 Complete background screening:** [US Club Soccer Background Screening Application](#)

- US Club Soccer substantially increased its background screening standard and transitioned the application and process to the Sport Ngin platform. This step must be completed by the person registering with US Club Soccer.

- 3 Contact the LVU Registrar to request a staff passcard. Confirmation number from background check must be provided to LVU Registrar**

3. Manager will be sent an automated message from the US Club system once LVU Registrar creates the team. Using this email, the manager should log into [www.usclubsoccer.org](http://www.usclubsoccer.org) using their email and password created in the US Club system.

- Click on Manage button
- Click on Player tab

## REGISTRATION - 2

LVU Registrar - Tammy Hughes ([LVURegistrar@gmail.com](mailto:LVURegistrar@gmail.com), 267-328-8475)

- i. All player information must be added:
    1. Full Name
    2. Date of Birth
    3. Phone
    4. Email
  - ii. Player proof of birth must be uploaded
  - iii. Player photo must be added
  - iv. Manager must upload medical release form, or check to certify this is on file
- Players can now be rostered on multiple LVU teams. If a player is rostered to another club, they must first be released from that club prior to being added to an LVU team (where they will be added as if they are a new player).
  - If a player is to be added from an existing LVU team, please email LVU Registrar, as the player can be reassigned to the correct team or an additional team, and will not require additional proof of birth or picture. Please clarify whether the player is changing teams or will be playing for both teams.
4. When all players have been added and proof of birth uploaded, manager should email LVU Registrar to request that passes be requested
    - Passes will be charged to the club credit card and charged back to your team account
  5. Once approved/created, passes will be downloaded by LVU Registrar and either laminated for pickup or emailed to manager/requestor for laminating
    - US Club offices are typically open Monday through Friday, from 9am-5pm
    - Passes are usually provided within 48 hours after request, but are provided during business hours only...please keep this in mind when requesting...in the fall, passes can take from 7-14 days due to volume of requests.
    - Passes will only be released once a player has satisfied all club registration and payment requirements.
  6. Passes should be printed on card stock and laminated
  7. Roster can be printed by logging into [www.usclubsoccer.org](http://www.usclubsoccer.org) website and clicking on Print Roster on left side of screen. A team may have more than one roster in the system, so ensure that your official roster is not revised.
  8. For additional information on how to complete tasks in the website, please click on Help in the top right corner

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### Existing Teams in the US Club System

1. Team age group will be updated yearly by US Club system
2. New passes should be requested as soon as possible after July 31 by emailing LVU Registrar
  - Prior to requesting passes, roster should be updated/managed as needed
3. To add a coach...see instructions under new teams above
4. To add a player...see instructions under new teams above
5. To remove/release a player, please email LVU Registrar. ONLY the club registrar can release a player from the LVU Club. Managers may release players from their team/roster in order to allow another LVU manager to add the player to their team.
  - Players should only be released when leaving LVU. If a player is moving to another team, please indicate this, as they will be able to retain all existing information and proof of birth; only the team name will be revised to move them to a new team
  - Releasing a player from LVU is a permanent function that can only be undone by adding them to your roster as a new player
6. To borrow another age-eligible player from LVU for a game or tournament, please email the current team manager or the LVU Registrar. The player will be added to an additional roster for the borrowing team.

Player passes and rosters can either be mailed to you, or picked up from LVU Registrar at:

430 Brookside Ave

Ambler, PA

## EPYSA Registration

### New Teams

1. **All teams and players restart each registration year.** All LVU teams will be created by LVU Registrar.
2. All registration activities take place in the EPYSA website: [www.epysa.org/membershipservices/onlineregistration/2016-17](http://www.epysa.org/membershipservices/onlineregistration/2016-17)
3. All coaches must complete background check on [www.epysa.org](http://www.epysa.org)
  - Click on Membership Services
  - Click on online registration
  - Click on Risk Management at bottom of page
4. <https://www.youthleaguesusa.com/epys/16-17/RiskManagement.html>
  - i. Ensure that all information is complete, and that second step (adding your position with LVU) is completed as well
    - All team managers must complete background check
    - Required clearance documentation should be provided to LVU via Jennifer Schriffert ([lvujschriff@gmail.com](mailto:lvujschriff@gmail.com))
    - Once all background checks for your team have been completed, please provide the following to the LVU Registrar:
      - ii. Head Coach name
      - iii. Assistant Coach(es) name
      - iv. Manager name
      - v. League(s) of Play
    - Once your team has been created, you will be provided with a login and password for [www.epysa.org](http://www.epysa.org). Please retain this information, as you will use it as needed throughout the 2017-18 season
2. To create your team roster
  - Log in to [www.epysa.org](http://www.epysa.org)
  - Click on the Player link (on left side of screen)

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LVU Registrar - Tammy Hughes ([LVURegistrar@gmail.com](mailto:LVURegistrar@gmail.com), 267-328-8475)

- Click the add player button
  - i. You have the option to:
    1. Import players from last year's team
    2. Add players one at a time
    3. Add multiple players at one time (use only for new players, last year's players can be added by using their full name and date of birth)
  - ii. Once all players have been added, please ensure that all players have a picture and proof of birth uploaded.
  - iii. Print RG-6 for all players and coaches, print and obtain signatures. Maintain these forms in your team binder.
- Notify LVU Registrar when all players have been added and signatures obtained
  - iv. Applicable league or state organization will be notified to create passes/roster
  - v. Passes will be created according to the process for the league of play, and must be printed on EPYSA cardstock.
    1. EPYSA (National League, Region 1 league, EDP, CJYSA)- LVU Registrar or EPYSA state office can print
    2. LVYSL- LVYSL registrar will print all passes, which must be picked up by team manager/coach at LVYSL Registrar home
    3. Delco/PAGS - LVU Registrar will print
  - vi. When LVU Registrar prints passes, they can be mailed to you via USPS or may be picked up at 430 Brookside Ave, Ambler, PA. For urgent passes, the LVU office MAY be able to assist with printing and laminating passes.
  - vii. Players will utilize their ORIGINAL player pass for the entire 2017-18 season, regardless of changing teams or leagues...the pass will travel with the player throughout the season. LVU players who are released will be given their pass when all club obligations have been met.

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### 3. To revise your team (add or release players)

- Online PS-1 form must be completed to release players in [www.epysa.org](http://www.epysa.org) by clicking on PS-1 changes, then release or add primary players and selecting/adding as needed
- Once PS1 change has been requested via the website, notify LVU registrar to approve and inform appropriate league
- Players MUST be released from their current team before they can be added to an LVU team. The existing team will need to complete the PS1 process listed above before LVU can begin the PS1 process to transfer the player to an LVU team

### 4. Teams wanting to utilize out of state players:

- Players must first obtain a player pass from their state office, as well as a permission to play out of state form signed by the state association.
- Click on the Import Player button and enter all required player information: <https://www.youthleaguesusa.com/epys/16-17/cgi-bin/importplayer1.cgi>
- Email a copy of both sides of the player pass, as well as the out of state permission form, to LVU Registrar, with confirmation that player Import information is complete.
- EPYSA will notify LVU registrar when player is available in database, then player can be added to roster using Add Player or PS1 button
- Player will continue to use pass from their original state organization

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### Teams Playing in NJ (CJYSA/MAPS)

#### Out of State Team Rostering under USYSA

out of state teams must follow procedures outlined when using USYSA state passes

Out of State teams need to have player passes with an USYSA or US CLUB affiliation. With our league, teams domiciled outside of NJ may choose to affiliate with their in-state USYSA (i.e., CT-CYSA, E.PA-EPYSA, E.NY-ENYSA, DE-DYSA) or US CLUB (national passes) or both.

If your out of state team wishes to use USYSA passes, then your team **MUST** purchase an out of state roster from NJYS to play in our league (as required under USYSA rules regarding out of state travel etc). This includes teams who wish to use our CJYSA league as a qualifying league for their National Cup Series State Cup.

As such, you are also subject to NJYS rosters rules and must abide by those rosters rules in order to receive a validated NJYS out of state roster.

a. U11-U16 teams play 11 v. 11, and roster a maximum of 18 active players; with 21 total roster spots available for the seasonal year. Your state roster must match identical to the NJYS roster - meaning your state cup roster must match your out of state roster (NJYS does not recognize two rosters-your league roster is your state cup roster).

b. U17, U18 & U19 teams play 11 v. 11 and may roster a maximum of 22 active players; may only bring 18 dressed players for a match.

Do NOT purchase a NJYS pass packet for \$145. You will purchase an out of state roster from NJYS. This roster must be completed, and validated by NJYS - PRIOR to the start of our league season or your first league game. Failure to do so will result in your team being disqualified for your state cup and all CJYSA games will be declared forfeit wins for your opponents.

NJYS Non-NJ roster compliance process for non-NJ teams wishing to use USYSA passes for NJ league play and/or State Cup qualifying.

What NJYS needs from an out of state team to process and validate an out of state roster:

a. A completed NJYS out of state club registration form to issue a NEW Got Soccer club account affiliated with NJYS; [link here](#)

(NOTE: this step (a) is already complete. You just need to make sure your team is listed under the NJ club account on Got Soccer. To check, simply go to your team details page, click club info link on the left, and when it brings you to club, it should show Lehigh Valley United (NJ) with Andrew McIntyre, East Windsor, NJ as administrator.)

b. Valid USYSA state roster from your own state

c. Completed permission to play in out of state form

d. \$100 check payable to NJYS

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While a team is finalizing their own home state USYSA roster, they should complete the NJYS out of state club registration form and send that in with the \$100 check to NJYS office. (NOTE: again, the club form has already been completed by Gina. Send the \$100 check with your validated EPYSA official roster and Permission to play out of state league forms. Lindsey at NJYS will also accept a credit card over the phone if you are crunched for time. You can also fed ex the check and forms.)

NJYS

569 Abbington Dr, Suite 5

East Windsor, NJ 08520

Remember to have your state association complete the permission to play in an out of state league form and give to you when they give you your validated roster.

Upon receipt of the NJYS out of state club registration form, NJYS will contact the team/club contact with the new user ID & pin for the NEW Got Soccer club account. Please note this is a second Got Soccer Club account-especially if your state association is using Got Soccer for your own state rostering. This is often the most confusing part of the process. You do NOT use the existing account; you MUST use the new account that NJYS establishes under the NJYS access. (NOTE: This step is confusing and only pertains to the club registrar. You need to make sure your Got soccer team account is affiliated with LVU (NJ) and that all pass numbers are entered and will match your validated roster exactly.)

Once your team roster with your state association is completed, and you have all your player pass numbers, you can now send the validated state roster and permission to play in the out of state league form to NJYS. Since you have already sent in your \$100 check, you can scan these documents and send them by email to Lindsey at NJYS - [office@njyouthsoccer.com](mailto:office@njyouthsoccer.com) . (NOTE: Do not send digitally unless you are paying by credit card. )

Club account must affiliate with our Central Jersey Youth Soccer under the club account (from the home tab, click on Events in the blue bar; then click on Search Events in the gray bar; fill in the event as follows: Central Jersey Youth Soccer Registration 2011/2012 and click go. When the event appears, click on it, and apply now; apply without a team, and it is done)

Next, either attach the team playing in our league to the club account (assuming they already have a team account), using the import function under Got Soccer, or create a new team account if one does not already exist.

From the team account, apply to the league following the search events and event name instructions above. When prompted, the team is a returning account to the Got Soccer and should log in using the team account information. This brings forward all the team information. Just keep clicking the continue button until submit button appears.

CJYSA will see the team on the league side and will approve the club and team. In addition, the league will freeze the roster (this is why you want all of your players & coaches listed with their pass numbers). Once frozen, the league will view the roster and send back to the team in a PDF file. This roster is then sent to NJYS for final validation. Send to Lindsey at [office@njyouthsoccer.com](mailto:office@njyouthsoccer.com) and she will validate and return to the team by regular mail.

Once you receive the validated NJ roster, send it to:



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LVU Registrar - Tammy Hughes ([LVURegistrar@gmail.com](mailto:LVURegistrar@gmail.com), 267-328-8475)

email: [jan@mssl.org](mailto:jan@mssl.org) (preferred)

fax: 888-520-5663 (preferred)

The league must have your validated roster prior to the start of league games.

While we have the roster under Got Soccer, we do not have the validated roster and why it must be sent to us.

You should be completing the out of state roster if you are using USYSA passes for league play. Even if you are not using our league games for state cup qualifying, NJYS rules have always required out of state teams to have NJ out of state rosters.

[NJYS Out of State Club Registration Form](#)

Any questions about the Got Soccer process should be directed to NJYS @ (609) 490-0725

### Tournament Team Registration

A tournament team is a team that is registered by EPYSA for the sole purpose of participating in tournament(s). The team is not technically affiliated with LVU (from an EPYSA database perspective), therefore the LVU registrar will not be able to see your team information nor print passes for direct players. Direct player passes will be printed by EPYSA.

## PLAYERS

A tournament team may be comprised of all or some registered travel players.

- If a player is registered in the current EPYSA online system, their current primary pass is the one you will take to the tournament. A copy of that pass is not needed to register the player here.
- If a player or players on the roster are registered in another state with a USYSA pass, a copy of the front and back of the pass must be included with the tournament team registration package.
- All or some players who have not been registered for the seasonal year. The following paperwork must be included for the players who have not been registered (these players will be registered as "Direct" Players).
  - An RG-6 "Participant Registration Form"
  - A blank USYSA Player Pass with picture and signature of player
  - A copy of the player's birth certificate or other legal proof of age
  - \$15.00 player fee

## PAPERWORK

A tournament team must be registered through EPYSA (not a travel league registrar). You may bring your registration package to the state office or you may forward it by mail. (Call for appointment.)

The following material must be submitted to EPYSA. Eastern Pennsylvania Youth Soccer is unable to register a team without the properly completed paperwork:

- A "Team Roster Form" - Print this out online.
- An RG-6 "Participant Registration Form" for (stays with team):
  - Each intramural player converting to travel
  - Each new travel player/coach(s) listed on the Roster. (not required for previously registered travel players.)
  - Signed RG-6 is also required for Each rostered player from another state
  - If an RG-6 is required, the player's parent/guardian of new player must sign the RG-6.
- 1 X 1 picture for each new travel player.
- A copy of the front and back of USYS pass for a player from another state who will be playing with this tournament team.
- Legal proof of age for any player that needs a pass.
- Coach and Assistant Coach passes: A picture is needed for each coach who must first register online in the EPYSA Risk Management Registration module.
- Check payable to EPYSA for all fees due for this tournament team. See FEES (below)

**IMPORTANT NOTE: Tournament teams are required to register with Eastern Pennsylvania Youth Soccer for either Eastern Pennsylvania Youth Soccer Sanctioned Tournaments and/or Out of State USYSA Sanctioned Tournaments. Eastern**

## REGISTRATION - 11

LVU Registrar - Tammy Hughes ([LVURegistrar@gmail.com](mailto:LVURegistrar@gmail.com), 267-328-8475)

**Pennsylvania Youth Soccer will stamp passes for new players and will also stamp the roster.**

### **Eastern Pennsylvania Youth Soccer Sanctioned Tournaments:**

- 1 The roster will be valid for all EPYSA Sanctioned Tournaments played by the exact same list of players.
- 2 If roster changes are needed for another sanctioned tournament, contact the Eastern Pennsylvania Youth Soccer office at 610-238-9966 for further information.

### **Out-of-State USYSA Sanctioned Tournaments:**

- 1 The roster will be valid for all USYSA Sanctioned Tournaments played by the exact same list of players.
- 2 If roster changes are needed for another USYSA Sanctioned tournament, contact the Eastern Pennsylvania Youth Soccer office at 610-238-9966 for further information.
- 3 Permission to Travel is no longer required within USYSA Region 1 except for NJ tournaments. Go to e-Travel.

## FEES

### **Fees due for registration of a tournament team:**

- 1 \$15.00 per each new Direct Player
- 2 \$50.00 Registration Fee

## NOTES

- 1 In order to expedite the registration of your tournament team, please make sure you have all your paperwork in order.
- 2 If you have any questions regarding tournament team procedures, please call the office at 610-238-9966.
- 3 Not all tournaments accept "tournament teams". Please check with the tournament director of each tournament you wish to attend to make sure they accept "tournament teams".
- 4 PLEASE ALLOW 72 BUSINESS HOURS FOR PROCESSING OF TOURNAMENT TEAM REGISTRATION PACKETS BY EASTERN PENNSYLVANIA YOUTH SOCCER.