



REGISTRATION GUIDE: 2009-2010 SEASON

Created: June 18, 2009

UPDATED: March 9, 2010

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Contact Information

Club Registrar:

Joe Levan
2020 Garrison Drive
Chester Springs, PA 19425

JMLevan@comcast.net

I will have a Spirit Soccer box in my driveway for all paperwork exchanges.
Driving Directions to my house are included after the last page of this document.

- **email** should be used as the primary contact method. Why is this so? For a few reasons:
- In the case of a phone call, there is no guarantee that the time you phone me will be a time that I am able to fully concentrate on the attention your work requires.
- I won't forget to do something if I have a piece of paper in front of me.
- There will be no confusion as to what was said in a written document.
- I don't get all of my phone messages.
- My wife doesn't pick up call waiting.
- My message machine gets erased before I get a chance to listen to it.
- Email allows me to work on soccer business at a time when I am able to concentrate and give your teams' work the attention it deserves.

Some Caveats for the registration process:

- I do not make photocopies.
- **Please do not staple papers together....**paper clips work much better.
- **Please clip all "same type" forms together and in alphabetical order.**
- Please know that I will make every effort to turn around paperwork as quickly as possible. While your teams' registration is very important to you, I have many teams to take care of. I will work on a first come, first served basis.
- The leagues assign our club regional registrars to process our paperwork. Who we are assigned to is a factor in the speed in which our paperwork is turned around. Please allow adequate time for turn around.
- Spirit United does not pay for overnight delivery of paperwork. Plus, this is a time consuming task that I am not able to offer. Leagues will not FEDEX back to us.

Basic Registration Process

Before you begin your registration, please remember the following:

- All Girls teams (PAGS) will be playing EPYSA this year.
- All Boys teams (DELCO) will be playing EPYSA this year.
- Teams may register with US Clubs for tournament purposes.

- Each of the above organizations has its' own registration system.
EPYSA: www.epysa.org
US Club: www.usclubsoccer.org

- There is a difference between **TEAM** registration and **PLAYER** registration. **TEAM** registration refers to the registering of your team with: 1) the individual leagues, and 2) with the sanctioning organization (EPYSA or US CLUB). **PLAYER** registration refers to the actual input of specific player data into the respective sanctioning organizations' on line system.

- All coaches, assistant coaches, and trainers must go through a background check. This must be done EVERY 2 YEARS.

This year, your coaches will have the choice of doing this themselves through the existing process, which is to fill out and submit the PA Request for Criminal Record Check, and the PA Child Abuse History Clearance. New this year is an option for coaches to use an outside service that the club will be using. Instructions for coaches will be posted on the web site (www.spititunited.org). These forms must be filled out and sent in every two years. These forms and the process to be followed are explained on the web site.

THERE ARE NO EXCEPTIONS TO THIS POLICY.

- All coaches, assistant coaches, trainers, and team managers must fill out the appropriate Risk Management forms for their sanctioning organization. These are both now done on line with both US Club and EPYSA.

- **TEAM PLAYER PASSES WILL BE HELD BY THE CLUB REGISTRAR UNTIL ALL CRIMINAL, CHILD ABUSE, AND RISK MANAGEMENT FORMS HAVE BEEN SUBMITTED BY ALL TEAM PERSONNEL AS OUTLINED ABOVE.**

- The league Registrars will begin accepting paperwork on the following dates:
 - PAGS: To Be Determined. Usually occurs in late July
 - DELCO: July 29 7-9pm @WCUSC, Thornbury Park
August 10 7-9pm @United Sports
August 20 7-9pm @Springfield Township Building
August 31 7-9pm @United Sports

You will be able to do all of your on line work prior to this, and you will be able to accept paperwork from your team. I will begin printing passes for teams that are ready to go in the registration process as soon as you ask me to do so.

All teams and players must be registered by September 1st.

Registration follows this basic process once all teams have been set up in the league/organizations systems. For specific registration directions, please see either the EPYSA, or the US Club registration sections.

STEPS IN PROCESS

1. Team is registered with the league (PAGS or DELCO).
2. Team is registered with sanctioning organization (EPYSA or US CLUB).
3. Player Data input by team manager into sponsoring organizations database (US Club or EPYSA: see these sections for specific instructions).
4. **NOTE: PLEASE ENSURE TO ENTER PLAYER NAME INFORMATION EXACTLY AS IT APPEARS ON THE PROOF OF BIRTH.**
5. Team manager informs club registrar that the team is registered in the system, and requests player passes.
6. Club registrar prints out requested passes.
7. Team manager picks up passes.
8. Team manager gets players to sign passes and affix 1" X 1" photo.
9. The following is returned to the Club Registrar:
 - Signed player and staff passes (EPYSA ONLY: US Club passes do not need to be signed)
 - 3 copies of Team Roster (NON PAGS or DELCO teams)
 - Team paperwork top sheet, signed by the team manager
 - Spirit Travel Registration form for each player
 - Sanctioning organization registration form (RG6 for EPYSA or R002 for US Club) for each player
 - If EPYSA, an RG6 for each team official (coaches)
 - Birth Certificate or prior year player pass for each player.
 - One check for the total of the player registration fees, payable to Spirit United Soccer Club
10. Club registrar submits team paperwork to league registrars for approval.
11. Team manager is notified that paperwork is approved, and passes and rosters are stamped. Team manager picks up paperwork from registrar.

This process is quite involved and a reasonable expectation of the time it takes to complete all of this is 2- 4 weeks.

Player Fees:

Player fees are set by the Board, and are as follow for the 2009-2010 season:

U9/U10: \$275
U11 to U14: \$325
U15 and up: \$250

PLEASE NOTE: PLAYER FEES INCLUDE ten (10) one hour team training sessions with Parisi Speed, Strength and Agility Training. Teams will set up sessions directly with Parisi. Team coaches have information on how to do this.

This is mandatory for all Spirit Teams.

There is currently a \$50 per player discount for families with multiple players. The **oldest player will pay the full rate**, and the discount will be applied against the younger players in the family. *DISCOUNTS SHOULD BE NOTED ON THE TEAM TOPSHEET THAT IS TO BE TURNED IN WITH YOUR REGISTRATION.*

When submitting your teams' paperwork, there is room on the summary top sheet to detail payments by player. You will also need to explain any variances from the amounts due on the rear of the top sheet.

Pro Rated Fees are based upon the month in which the player registers with the club.

<u>Month of Registering</u>	<u>Fall Season</u>	<u>No Fall Season</u>
August	100%	100%
September	100%	100%
October	100%	100%
November	100%	100%
December	50%	100%
January	50%	100%
February	50%	100%
March	50%	100%
April	50%	75%
May	25%	25%
June	25%	25%
July	25%	25%

Required Information: FORMS

It is a good idea to refer to the paperwork checklist, which is attached at the end of this document. The checklist is also available on the Spirit United web site under *Travel Program/ FORMS*

Spirit United Travel Registration Form

This form can be printed from the Spirit United web page, and is listed under *TRAVEL PROGRAM/FORMS*. It is very important that all players list an active email account this season. Any forms with missing emails will be declined by the registration systems.

Medical Release Form

This is a very important form and will be needed at most tournaments. This form must be notarized, and you must also have copies of insurance coverage cards attached to these. These forms will be held by the Team Manager.

Sponsoring Organization Form (US CLUB:R002; EPYSA:RG6)

This is a very important form. It is important that you make and keep a copy of this form, as it will not be returned to you after registration. For EPYSA, Coaches also need to submit an RG6 form.

Birth Certificate

This is very important. The leagues do not accept Baptismal Certificates, Drivers Licenses, or any non-governmental issued certificate. **ALSO**, the prior years' player pass will be accepted in lieu of a birth certificate as long as these passes have been stamped by either PAGES or DELCO. These will not be returned from the leagues.

Prior Year Player Pass: *OPTIONAL AND IN LIEU OF BIRTH CERTIFICATE*

PAGES and DELCO will accept a prior year player pass in lieu of a birth certificate for registration. You will not receive these passes back, so if you are submitting these as proof of birth make sure you do not need them anymore.

Spirit Photo Release Form

These forms will be held by the Team Manager. You need to check off on the team topsheet that you have received this form for each player.

Player-Parent-Coach Code of Conduct

This is a very important form. It is important that you make and keep a copy of this form, as it will not be returned to you after registration.

US Club Soccer (FOR TEAMS REGISTERING WITH US CLUB)

US Club Soccer has an on line system that is very user friendly.

Prior to registering on line, all coaches and team managers must fill out a Risk Management form from the US Club website. This is an online form, so it is no longer necessary to mail these to US Club soccer.

Steps for Registering Your Team:

1. Make sure your team is listed on the US Club Soccer database. If you are not listed please contact the Club Registrar and your team will be set up.
2. Obtain a User Name and password. If you do not have this please contact the Club Registrar and this information will be assigned to you.
3. After you have logged in, go to the **ADD/VIEW PLAYERS** section of the site.
4. Select **YOUR TEAM** by clicking on it.
5. Select **ADD PLAYER** by clicking on it
6. Fill out all player information.
7. Click on the **ADD PLAYER** box.
8. You can keep on doing this to add players to your team.
9. Once you have added all your players you should contact the Club Registrar to request player cards.
10. You should print out rosters of your team at this time for registration (4 copies). There is a roster section on the menu bar.

If you played last season as a US Club team and most of your team is returning you don't have a lot to do to get ready. You will need to contact the club registrar to notify of any player drops that need to be taken care of. Once you know that you will not need any more rosters for the current season please notify the club registrar and your team will be "rolled over" to the Fall 2009 age group.

CONTACTING US CLUB SOCCER

All requests/contacts to US Club Soccer should be made via the Club Registrar. This is done so that no confusion arises over what needs to be done in a particular case.

If you do feel that you need to contact US Club Soccer, the ball is in your hands. The Club Registrar will not be responsible to step in and fix things.

If I do not know the answer to something I will not hesitate to contact the people I need to contact in order to get an answer. However, it is difficult to step into a situation mid-stream and get a grasp of what has been told to someone or if what has been told has been in response to the correct question. Consequently, much of what has been done needs to be re-done. *If we have time to do something twice, we certainly have the time to do it correct once.*

EPYSA (FOR TEAMS REGISTERING WITH EPYSA)

There are a few steps to registering with EPYSA:

- Staff (Coaches/Trainers/Team Managers) Risk Management: This will give you your EPYSA ID that you will need for the next steps. This form can be done on line.
- Team Registration: This is not the player registration. Your team must be registered before you can go onto the system and add your players.
- Player Registration.

STAFF RISK MANAGEMENT: All coaches and managers must fill out an on line risk management form with EPYSA. After you fill out this form you will receive an acknowledgement page that will include your online user name and password.

TEAM REGISTRATION: You must first register your team with EPYSA. To do this, follow the following steps:

1. Go to www.epysa.org and click on the online registration section on the left hand side of the page.
2. Go to the Travel Team registration section.
3. Choose Spirit United under the club menus, and then click the Online Teams Registration Forms button. This will bring you to the Team Application Page
4. SECTION I: General Information:
 - a. Type in your team name
 - b. Designate your team as: "A".
 - c. Then choose your primary league. In most cases this will be either PAGS or DELCO
 - d. Choose any secondary leagues that you may play in
 - e. Select your age group for the upcoming season
5. SECTION II: Primary Contact Information. Your name should appear on the drop down menu. The source of this is your Risk Mgt application.
6. SECTION III: Secondary Team contact information. You should choose your coaches in this area, and they should appear on the drop down. It is not necessary to have all four alternate contacts that they ask for
7. SUBMIT APPLICATION: Click the button on the bottom of the form for this.

PLAYER REGISTRATION: After the above steps have been taken care of, you are now able to register your players.

1. Go to the EPYSA web site and log in
2. Select: Access Team Management
3. See directions below copied from the EPYSA Web Site:

EPYSA (Continued)

THE DATA TYPE VIEWS

PLAYERS: The player data type allows you to view/work with the players on your team. You can also print the RG6 form and player passes here. The 'Player' section lists your players and allows you to add to and remove players from your team. Separate buttons are available for adding a NEW player, which would be a player that was not registered in the 2008-2009 database last year. The 'Add Returning Player by Team' option allows you to easily add a player onto your team that participated with EPYSA during the 2008-2009 season.

TEAM: Gives you functionalities related to the team as a whole such as printing a roster, a lineup, all passes, all RG6's, or all PS-1 forms.

OFFICIALS: Allows editing of the team officials associated with that team. From the 'Officials' Data Type view, you can edit, add and/or remove adult participants associated with your team.

PENDING PS1 CHANGES: Allows you to see outstanding items awaiting PS1 approval. This is only visible after the team has been approved by the league registrar at the beginning of the season. This category is not visible in the early stages of team formation.

ADDING PLAYERS TO YOUR TEAM

Once you submit your team and contact information you will receive a confirmation page that acknowledges completion. Please print the confirmation page for future reference. You may now add your player data by clicking the button at the bottom of the confirmation screen or you may come back later and use the ID/Password provided to access the database (see the section on database access for more information). Once in the database you should select "Access Team Management" from the main menu.

PLACING RETURNING PLAYERS ONTO A TEAM

Select the "Players" data type.

Click the "Add New Player" button if adding a new EPYSA player or

Click the "Add Returning Players by Team" button to add returning players to your team

EPYSA (Continued)

ADDING RETURNING PLAYERS

You can easily add returning players to a team. Click the “Add Returning Players by Team” button and you will be able to enter up to 3 team IDs from last year’s teams or select a team from the dropdown. Enter the entire team ID of the desired team ID, then click the “Retrieve Returning Players” button. You may also add just one player at a time by just name and date of birth. This is useful in situations where only the player’s name is known, but not last year’s team name. Just click the “Add Individual Returning Player by Name”. This will bring up a search with fields for the player’s name and date of birth so that the returning player can be verified and retrieved from last year’s database. Any of these options will bring up all players from last year that are eligible (meet age/gender criteria) for placement onto your team.

Click the checkbox of players you want to add to your team and specify their classification, which is defaulted to “Primary”. Secondary players are not permitted to be added to an unapproved team. Secondary players may be added after both the primary and secondary teams have been approved by the league registrar. Once all players have been selected, click the “Add Selected Players to 2009-2010 Team” button.

Returning players that had their birth certificate verified last year will have that information brought forward. Players who were unverified in last year’s system will remain unverified, and the audit report will show a failure for that player. Provide proof of date of birth for all such players to the league registrar in order to gain approval status.

TEAM MAIN PAGE

From the Team main page, you now have all of the needed functionality available at your fingertips.

In the left margin you have the choice of the following data types:

TEAM: Gives you functionalities related to the team as a whole such as printing a roster, a lineup, all passes, all RG6’s, or all PS-1 forms.

THE ‘TEAM’ DATA TYPE

This selection allows you to view your team as a team.

- View/Edit Team – this button allows you to view your team information that you entered
- AUDIT REPORT – This audit report will allow you to see if there are any problems with the players/coaches that you have placed onto your team and will help you in resolving any problems. You may have errors on this page, but most of these can be resolved at the league level when proof of birth is checked.
- Print RG6 Form – This function will allow you to print out an RG6 form on any team member
- Approve Team – This is done by the Club Registrar. Just let me know when you are ready to have your team approved and I will do this.

EPYSA (Continued)

The Actions

APPROVE TEAM

Once all audit fails have been corrected and all desired players are correctly entered on your team, you can email me to let me know that your team is ready to be approved.

This approval action is irreversible. Once approved, all further changes that you may want to make will require the submission of a PS-1. You will then have a "Request PS1 Change" button to affect changes to your team.

PRIOR TO ASKING FOR TEAM APPROVAL, PLEASE CHECK TO MAKE SURE THAT THE FOLLOWING MATCH THE PROOF OF BIRTH:

Player Name

Player Date of Birth

Player's Signature on Pass

REQUEST PS1 CHANGE

To release a player, select the Player view. Your players will be listed. Select one of them and click on "Request PS-1 Change" button. Select "Release".

All other PS-1 changes are made from the Team view. When you want to make a change, click on the "Request PS1 Change" button. Select from

Add Primary Travel Player (previously unregistered in 2009-10)

Add Secondary Player

Add Direct Player

Transfer Travel Player

Assign Out of State Player

Select the desired option and the "Request PS1 Change". You will either receive an RG6 form to fill out or a selection of eligible players from which to choose. Players who are shown as eligible have been approved by the league registrar of their former/other team. If their change in status has not yet been approved, their names will not be seen.

PAGS

PAGS needs to stamp player passes and rosters for all teams that are playing in this league. This process is done through the use of a local registrar. PAGS will be holding registration nights this summer and once these dates are known I will send them to you. Normally, PAGS hold their registration night the same dates as DELCO (below). I will be taking your completed team information to these sessions for pass and roster stamping and team approval. I will need a couple of days prior to these sessions to check and approve your paperwork. Once the dates of these sessions are posted I will send out a notification email.

DELCO

DELCO needs to stamp player passes and rosters for all teams that are playing in this league.

- Any player who received a sticker on their pass last year will require a new pass this year.
- Any player who received a new pass last year will receive a sticker this year: I still need these passes submitted with your paperwork for approval by the league registrars.
- DELCO will be holding registration nights this summer. I will be taking your completed team information to these sessions for pass and roster stamping and team approval. **I will need a couple of days prior to these sessions to check and approve your paperwork.**
 - REGISTRATION DATES:
 - Wednesday, July 29th
 - Monday, August 10th
 - Thursday, August 20th
 - Monday, August 31st

IMPORTANT: Any player who received a US Club pass last year will receive a sticker this year to be inserted on their pass. Any player who received a sticker last year will require a new pass this year. This will also require a new photo.

DUAL REGISTRATION

US CLUB SOCCER

For various reasons, teams sometimes wish to dual register. This will ensure that a team will be eligible to play in tournaments under each of the respective sanctioning soccer hierarchies. In going about this, to date most teams that have dual registered have been EPYSA affiliated teams dual registering with US Club Soccer. I will go through this process. The first thing you will need to do is to have your team set up in US Club soccer. I will take care of setting up your team and then you can enter your players in the system per the US Club section of this document. All coaches, assistant coaches, trainers, and team managers will need to fill out a Risk Management form and fax it back to US Club soccer.

NOTE: If you played in a league this past season that was a US CLUB league, and you are switching to an EPYSA team for the upcoming season you CANNOT automatically dual register with your old passwords. A new account in the SPIRIT UNITED Club account must be set up. I AM UNABLE TO GENERATE PASSES FROM THE LEAGUE ACCOUNTS, SO YOU MUST BE SET UP IN THE SPIRIT ACCOUNT. Unfortunately, the information cannot be automatically switched over and it all must be re-input.

1. Fees:

US CLUB HAS NOT YET SET FEES FOR THE UPCOMING SEASON

2. Paperwork: Birth Certificate, US Club Soccer Form R002. This paperwork must be scanned onto the players' information page as you are entering this information.
3. Once complete, credit card information should be submitted to the Club Registrar. US Club no longer accepts checks, and only accepts Visa and Master Card. Credit Card information should be:
 - Name on Card
 - Account Number
 - Expiration Date
 - Security Code

NOTE: If dual registering from the outset, please handle this separate registration as a separate team registration, i.e., keep all paperwork separate from your other team registration when submitting paperwork, and label this as:

TEAM NAME, DUAL REGISTRATION: US CLUB SOCCER

4. This paperwork will then be sent to US Club for passes and returned to you once passes are returned. US Club dual registration passes do not need to be stamped. They do require signatures and photos.

EPYSA

This is not as common as a dual registration vehicle. Teams can register as a tournament team with EPYSA. Tournament teams are not eligible for major tournaments, so check with me prior to beginning this process. EPYSA is setting up a tournament team on line registration feature that I will go through with you should you choose this option.

MID SEASON CHANGES

There are several reasons why you might need to make changes to your rosters after they are initially approved. You will either be adding a player or dropping a player. I'll address these for EPYSA and US Club registered teams. Please see caveats (where applicable) for PAGS vs. DELCO teams.

EPYSA

POSSIBLE CHANGES:

- Add Primary Player
- Add Secondary Player
- Add Direct Player
- Add Delaware Player
- Transfer Travel Player
- Release Primary Player
- Release Secondary Player

ADD PRIMARY PLAYER

The steps for this transaction are as follow:

- Log in to the EPYSA system and under your team select "REQUEST PS1 CHANGE".
- Select "ADD PRIMARY PLAYER. Enter all applicable information on page and log out.
- Request player pass from club registrar.
- Get pass signed and affix photo. Pass must be signed exactly as name appears on pass.
- Return the following to the club registrar:
 - a. Signed player pass.
 - b. Proof of birth.
 - c. Signed RG6 form.
 - d. Signed PS1 form with ADDITION section filled in.
 - e. Spirit Registration Form.
 - f. Spirit Registration fee.
 - g. Original Stamped Roster.
 - h. Three copies of roster with added player listed on it.
 - i. PAGS: Check payable to PAGS for \$3.00 and EPYSA for \$8.50.
 - j. DELCO: Check payable to DELCO for \$10.00
 - k. OTHER: ONLY IF TEAM IN NOT PAGS OR DELCO. Check payable to EPYSA for \$10.00

ADD SECONDARY PLAYER

The steps for this transaction are as follow:

- Log in to the EPYSA system and under your team select “REQUEST PS1 CHANGE”.
- Select “ADD SECONDARY PLAYER. Enter all applicable information on page and log out.
- Request player pass from club registrar.
- Get pass signed and affix photo. Pass must be signed exactly as name appears on pass.
- Return the following to the club registrar:
 - a. Signed player pass.
 - b. Copy of Players’ Primary team pass (front and back).
 - c. Proof of Birth
 - d. Signed RG6 form.
 - e. Signed PS1 form with SECONDARY section filled in.
 - f. Spirit Registration Form (if not a Spirit Primary team player).
 - g. Spirit Registration fee (if not a Spirit Primary team player).
 - h. Original Stamped Roster.
 - i. Three copies of roster with added player listed on it.
 - j. PAGS: Check payable to PAGS for \$6.00
 - k. DELCO: Check payable to DELCO for \$10.00
 - i. OTHER: Check payable to EPYSA for \$3.00. ONLY IF TEAM IS NOT PAGS OR DELCO.

ADD DIRECT PLAYER

The steps for this transaction are as follow:

- Log in to the EPYSA system and under your team select “REQUEST PS1 CHANGE”.
- Select “ADD DIRECT PLAYER. A Drop Down list of players will appear. Select your player from that list and follow instructions that are given.
- Request player pass from club registrar.
- Get pass signed and affix photo. Pass must be signed exactly as name appears on pass.
- Return the following to the club registrar:
 - a. Signed player pass.
 - b. You must also submit the actual Direct Player Pass.
 - c. Proof of Birth
 - d. Signed RG6 form.
 - e. Signed PS1 form with ADDITION section filled in.
 - f. Spirit MID SEASON PLAYER STATUS CHANGE FORM. Form can be found on spirit web site.
 - g. Spirit Registration Form.
 - h. Spirit Registration fee.
 - i. Original Stamped Roster.
 - j. Three copies of roster with added player listed on it.
 - k. PAGS: Check payable to PAGS for \$12.00.
 - l. DELCO: Check payable to DELCO for \$10.00.
 - ii. OTHER: Check payable to EPYSA for \$10.00. ONLY IF TEAM IN NOT PAGS OR DELCO.

ADD DELAWARE PLAYER

When adding an out of state player, that player must first be registered with that state through the state office. Please make sure this is done first, and then contact the club registrar for further instructions.

TRANSFER TRAVEL PLAYER

The steps for this transaction are as follow:

- **YOU MUST FIRST MAKE SURE THAT THIS PLAYER HAS BEEN RELEASED FROM THEIR ORIGINAL TEAM! THIS MUST BE DONE THROUGH THE SYSTEM, PLUS THERE MUST BE A SIGNED PS1 FORM WITH THE PARENTS SIGNATURE ON IT.**
- Log in to the EPYSA system and under your team select "REQUEST PS1 CHANGE".
- Select "TRANSFER TRAVEL PLAYER". A Drop Down list of players will appear. Select your player from that list and follow instructions that are given.
- Return the following to the club registrar:
 - a. Player's current pass. The player will play for the remainder of the season with this pass.
 - b. Proof of Birth if player is switching leagues.
 - c. Signed RG6 form.
 - d. Signed PS1 form with TRANSFER section filled in.
 - e. Spirit Registration Form.
 - f. Spirit Registration fee.
 - g. Original Stamped Roster.
 - h. Three copies of roster with added player listed on it.
 - i. FOR DELCO, AN EMAIL FROM THE PARENTS ACKNOWLEDGING THAT THEY ARE AWARE OF THE RELEASE.
 - j. FOR DELCO, AN EMAIL FORM THE OLD CLUB ACKNOWLEDGING THAT THEY ARE AWARE OF THE RELEASE AND THAT THERE ARE NO OUTSTANDING FINANCIAL OBLIGATIONS AND THAT THEY APPROVE THE RELEASE.
 - k. PAGS: Check payable to PAGS for \$2.00
 - l. DELCO: Check payable to DELCO for \$5.00
 - iii. OTHER: Check payable to EPSYA for \$1.00. ONLY IF TEAM IN NOT PAGS OR DELCO.

RELEASE PRIMARY PLAYER

The steps for this transaction are as follow:

- Log in to the EPYSA system and under your team select "REQUEST PS1 CHANGE".
- Select "RELEASE PRIMARY PLAYER". A Drop Down list of players will appear. Select your player from that list and follow instructions that are given.
- Return the following to the club registrar:
 - a. Signed PS1 form with RELEASE section filled in.
 - b. Spirit MID SEASON PLAYER STATUS CHANGE FORM. Form can be found on spirit web site.
 - c. Original Stamped Roster.
 - d. Three copies of roster with added player listed on it.
 - e. FOR DELCO, AN EMAIL FROM THE PARENTS ACKNOWLEDGING THAT THEY ARE AWARE OF THE RELEASE.
 - f. FOR DELCO, AN EMAIL FORM THE OLD CLUB ACKNOWLEDGING THAT THEY ARE AWARE OF THE RELEASE AND THAT THERE ARE NO OUTSTANDING FINANCIAL OBLIGATIONS AND THAT THEY APPROVE THE RELEASE.
 - g. PAGS: Check payable to PAGS for \$2.00
 - h. DELCO: Check payable to DELCO for \$5.00
 - iv. OTHER: Check payable to EPYSA for \$1.00. ONLY IF TEAM IN NOT PAGS OR DELCO.

RELEASE SECONDARY PLAYER

The steps for this transaction are as follow:

- Log in to the EPYSA system and under your team select "REQUEST PS1 CHANGE".
- Select "RELEASE SECONDARY PLAYER". A Drop Down list of players will appear. Select your player from that list and follow instructions that are given.
- Return the following to the club registrar:
 - i. Signed PS1 form with RELEASE section filled in.
 - j. Spirit MID SEASON PLAYER STATUS CHANGE FORM. Form can be found on spirit web site.
 - k. Original Stamped Roster.
 - l. Three copies of roster with added player listed on it.
 - m. FOR DELCO, AN EMAIL FROM THE PARENTS ACKNOWLEDGING THAT THEY ARE AWARE OF THE RELEASE.
 - n. FOR DELCO, AN EMAIL FORM THE OLD CLUB ACKNOWLEDGING THAT THEY ARE AWARE OF THE RELEASE AND THAT THERE ARE NO OUTSTANDING FINANCIAL OBLIGATIONS AND THAT THEY APPROVE THE RELEASE.
 - o. PAGS: Check payable to PAGS for \$2.00
 - p. DELCO: Check payable to DELCO for \$5.00
 - v. OTHER: Check payable to EPYSA for \$1.00. ONLY IF TEAM IN NOT PAGS OR DELCO.

US CLUB REGISTERED TEAMS

US Club transactions consist of either adding or releasing players.

ADDING PLAYERS

For DELCO US Club teams, log onto the US Club system and click on PLAYER ADD and fill out the form and follow instructions. Then, notify the club registrar to request a pass.

- Affix photo to pass.
- Return the following to the club registrar:
 - a. Signed player pass.
 - b. Proof of Birth
 - c. Signed R002
 - d. Spirit MID SEASON PLAYER STATUS CHANGE FORM. Form can be found on spirit web site.
 - e. Spirit Registration Form.
 - f. Spirit Registration fee.
 - g. Original Stamped Roster.
 - h. Three copies of roster with added player listed on it.
 - i. DELCO: Check payable to DELCO for \$3.00

FOR DUAL REGISTERED US Club teams you need to log onto the US Club system and click on PLAYER ADD and fill out the form and follow instructions. Then, return the following to the club registrar:

- a. Proof of Birth
- b. Signed R002
- c. Credit Card information: Name on card, CC #, Visa or MC, Expire Date, Security Code
- d. Fees:
 - 1. *Below U12: \$12 per player*
 - 2. *U12 and above: \$16 per player*
 - 3. *Staff: \$10 per staff (coach or manager)*

TO RELEASE ANY US CLUB PLAYER PLEASE CONTACT THE CLUB REGISTRAR

Registration Checklist (forms for each player)

- I. **SUSC Registration Form:** _____
 - Fill out completely, Parents Signature
- II. Medical Release Form: with Copies of Insurance cards attached. _____
- III. **Birth Certificate/Prior Year Pass:** _____
- IV. **Sanctioning Organization Form (RG6 or R002)** _____
- V. **Player/Parent/Coach Agreement – signed by all** _____
- VI. Registration Fee: Player to Team _____
- VII. **Registration Fee: Team to Club: 1 Check per team,
Payable to SUSC, DRAWN ON TD BANK ACCOUNT** _____
- VIII. **PLAYER PASS SIGNED EXACTLY AS NAME APPEARS ON
FRONT OF PASS AND ON PROOF OF BIRTH DOCUMENT,
WITH PHOTO ATTACHED** _____
- IX. Photo Release Form _____
(NOTE: RETAINED BY TEAM MANAGER)
- X. **Team Registration Top Sheet** _____

NOTE: Items in BOLDFACE are returned to registrar. Other forms are to be held by team manager, and noted on the team top sheet that you have these in hand.

PLEASE ONLY GIVE ME THE PAPERWORK THAT I NEED

Driving Directions

Joe Levan
Spirit United Registrar
2020 Garrison Drive
Chester Springs, PA 19425
JMLevan@comcast.net

FROM INTERSECTION OF ROUTES 100 & 113

Take Route 100 North to the Fellowship Road (Lexus of Chester Springs & St. Elizabeth Catholic Church on corner). Continue through the light on Route 100 North. Approximately, 1/2 mile, you will turn right onto Garrison Drive (Windsor Ridge Development). I am house #2020, the 4th townhome on the right facing Garrison Drive.