

LVYSL Registrar Procedure

- I. EPYS Travel Database - http://www.epysa.org/membership/membership_services_menu/
- II. Risk Management Application (RMA) - <https://www.youthleaguesusa.com/epys/18-19/RiskManagement.html>
- III. RG1 / Annual Registration Affiliation - <https://www.youthleaguesusa.com/epys/18-19/cgi-bin/clubrg1.cgi>
- IV. Team Builder - <https://www.youthleaguesusa.com/epys/18-19/cgi-bin/travelwelcome.cgi>
Team will receive system ID and password – record and save these you will need them throughout the seasonal year
- V. EPYS Travel Database log in - <https://www.youthleaguesusa.com/epys/18-19/Database.htm>

VI. DATABASE

1. Returning Teams or Returning Players
May be entered by retrieving previous year team and selecting the whole team to carry forward or individual players from player drop down
2. Passes
 - A. No middle initials, hyphens or 'Jr., III' etc.
 - B. Photos uploaded to the current year travel database. Photo size 1"x1" facial area trimmed to fit on pass, photo should be current within two years of team age group.
 - C. League Registrar will print and laminate passes
3. Proof of Age / Name Spelling
 - A. Club Registrars should review player and coach information and check Audit Rules prior to alerting league that team is ready for processing.
 - B. Full first and last name as it appears on the government issued proof of age.
 - C. Double check date of birth (DOB)
 - D. Double check documents for legibility after upload to the database
4. Coach License
 - A. As per club regulations
5. PS1
 - A. See PS1 document for details
 - B. Must be entered in the current seasonal year travel database
 - C. Are not official until after league approval
 - D. PS1 entered in the database after Wednesday 5 pm will not be approved until the following week
6. Rosters
League Registrars will print copies for teams
7. Line-Ups/ Game day Rosters
Photocopies printed in landscape mode. Three per page – one for the referee, one for the opponent, one for the team record. These line ups are proof of which players took the field at each game – cross off or add players as necessary. NO more than 18 players large sided may suit up and be on the side line for games.

VII. PROCEDURE

1. Provide a cover sheet on the outside of the envelope with notations for team when dropping off items
2. If you prefer postal mail for completed items please send a self-addressed stamped envelope for returns
3. Place items in a large 10x13 envelope with cover sheet on the outside for drop offs
4. Notify league registrar by e-mail when dropping off items
5. Clubs will pick up, deliver or mail packets for the whole club at the same time
Exceptions being Fall Season teams with pre-season tournaments.
6. Late charges will apply for any packets submitted if items are missing
7. Calling League Registrar's home – not before 9AM or after 9PM; e-mail preferred.
8. Changes received after Wednesday 5 pm will be done for the following week.
9. Club Registrars contact League Registrars; other persons contacting a LR may or may not receive a reply, depending on urgency and questions.

SPECIAL NOTE:

1. Initially issued roster for each seasonal year may not add secondary players until after roster is Approved at the league level. Team / Club will add the secondary players after league Approval
2. After first league roster Approval PS1 changes may be done. NOTE: PS1 change button will not appear on screen until team is approved at the league level for the first time.