

TERMINOLOGY

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REGISTRARS

Club Registrar – registrar responsible for collecting appropriate registration material from each team in his/her club that will be reviewed for accuracy and submitted to the league registrar for finalization and any associated problems.

League Registrar – registrar responsible for reviewing identified clubs registration packets; for accuracy of required items, verification of proof of age for each player, issuing player and coach passes, liaison with the LVYSL and verifying/approving items on the EPYS registration database.

Administrative/Head League Registrar – registrar responsible for maintaining league records pertinent to registration for each season, summary submittal to EPYS and a resource for other league registrars. Also reviewing identified clubs registration packets; for accuracy of required items, verification of proof of age for each player, issuing player and coach passes, liaison with the LVYSL and verifying/approving items on the EPYS registration database.

State Registrar/Office – responsible for maintaining EPYS database and resolving registration issues for each league. All registration concerns or questions must be addressed to the state registrar/office for resolution by league registrars.

ASSOCIATIONS - LEAGUES

EPYS – Eastern Pennsylvania Youth Soccer Association, a group of soccer leagues joined to form a venue for clubs from eastern Pennsylvania to participate in soccer activities. www.EPYSA.org

LVYSL – Lehigh Valley Youth Soccer League, a group of soccer clubs joined to form a venue for players from the Lehigh Valley and surrounding area to participate in soccer activities. www.lvysl.org

NSCAA – National Soccer Coaches Association of America, a member organization for coaches who wish to be kept current of developing

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soccer trends and continue to gain advanced coach's training.

www.nscaa.org

USYSA – United States Youth Soccer Association, the national association with member associations (such as EPYS) affiliated to promote youth soccer. www.usysa.org

Other EPYS Leagues – All EPYS leagues are listed on the state website with contact information.

COACH RELATED TERMS

Head Coach – person responsible for the training and development of the player's soccer skills, and coordinating all associated team requirements as set by the LVYSL & EPYS. Minimum age 21 years

Assistant Coach – person responsible for assisting the head coach in soccer related capacity. Minimum age 21 years

Team Manager - person responsible for assisting the head coach in soccer related capacity, usually pertaining to organization of paperwork and parent/guardian participation

Coach Pass – a pass with current seasonal information for referees or other officials to use to identify a coach during a league game or tournament *Coaches must carry coach & player passes to all events. One coach pass issued per seasonal year.*

Assistant Coach Pass – a pass with current seasonal information for referees or other officials to use to identify a coach during a league game or tournament. *One pass issued per seasonal year.*

Official Roster – a roster generated by the EPYS database and stamped with the imprint EPYS current year stamp, the signature of the league registrar and an imprinted date. Photocopies of this roster may be used for tournaments, the original must be produced upon request however only the primary league registrar will request it be surrendered or given over to record PS1 changes usually through club registrar. *Do not lose or*

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give your original to any one not acting on behalf of the primary league registrar.

Line-Up / Game Day Line Up – a record of rostered players for a given team that is exchanged at the beginning of a game, indicating the team name, age and game date. Signed by the center referee. One copy for the opposing coach, one for the referee and one for your records. Photocopies of the line-up are printed from the current year EPYS travel database. Players, who for reasons beyond the coach's control, not having a player pass at the field must write their name and date of birth on the line up and sign next to it. The line-ups are checked against the current roster for that game and fines will be assessed for the use of ineligible players.

RMA (Risk Management Approval) - Are required annually before the start of the new seasonal year. Only one RMA per person allowed per seasonal year. Use your full first name and last – no nicknames.

Referee Assignor – designated as the liaison between area referees and the league. The coach must contact, by telephone, the Ref Assignor no less than two (2) hours in advance of game cancellations due to weather or field conditions. All other reschedules must be done through the LVYSL website.

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REGISTRATION TERMS

Player Full Name

The full first and last name of the player must be used as recorded on the player government issued proof of age. No suffix such as Jr. or II may be entered. No nicknames such as “Jim” for “James”. If player has two last names such as “Smith – Jones” no hyphen should be used however both names as they appear on the government issued proof of age should be entered in the travel database.

Types of Players

Primary Player Pass – a player rostered to a league’s club team during a seasonal year. A primary player is a player rostered with that team and whose priority is that team’s activities.

Secondary Player Pass – a pass highlighted in yellow to identify a player as primary to another team and secondary to the team in question. A secondary player is usually a player playing up in age on the primary team and playing true age on the secondary team. The secondary player MUST fulfill all primary team’s activities if there is a conflict.

Club Travel Pass Player – a player who is registered primary with a club team and wishes to play up in age group to another of the same club’s teams. These players must fulfill their primary team obligations first. Secondary players may NOT club pass to another team. Not to be confused with a GUEST Player.

Direct Player Pass – a pass issued by EPYS Directly – a player that does not have or can not commit to a primary club team and may participate with a team usually as a guest player for tournaments.

*If a DIRECT player transfers to a club team they must surrender their Direct pass to the league before the PS1 action can be approved.

Guest Player – a player not currently rostered to the team. Guest players are considered ineligible in league play. Guests must use a primary player

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pass to participate in tournaments as guests.

Proof of Age – must be a government issued birth certificate, a passport (*does not need to be current*), a driver's license or driving permit, proof of adoption or immigration papers with a state/federal seal evident. Proof of age is required for every type of player registered/rostered.

Hospitals are not government agencies and hospital issued certificates are not valid proof of age.

Approved Roster – is the return of the stamped roster, player & coach passes.

Moratorium - a period of time, during which no further registration items may be submitted to league registrars, designated by LVYSL to allow for analysis of registration items completed and those which require additional processing and to prepare for the RG2 deadline by EPYS.

Roster Freeze – a period of time when no additional changes will be made to a roster until the end of the period indicated (i.e. State Cup games, League Roster Freeze)

RMA – Risk Management Approval – a volunteer disclosure form that coaches and assistant coaches must submit to EPYS for verification that there is no history of child abuse in their background. *See Coach Related Items*

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EPYS DATABASE TERMS

EPYS Database – the source for entering participants for generating rosters, passes and line-ups

RG 1 – an action taken by a club, usually by the club registrar/president, which indicates the desire to be considered as a travel club for a new seasonal year. Usually done on the EPYS database at the beginning of the Fall season (*clubs not playing in the Fall will need to do this for the beginning of the season they will participate*). At this stage the primary league and acceptance of EPYS insurance must be declared as required by LVYSL.

Log In – User ID & Passwords – EPYS will generate a user ID & password for each team in the current year travel database, that has a coach with an approved RMA. You will need this user ID & password to log in and review your team or make PS1 changes. Club registrars will receive a user ID & password to allow access to all their clubs teams.

NOTE: User ID & Password for the EPYS database & LVYSL website are NOT the same.

Please record both sets of ID's and passwords and keep them in a quick reference area for your convenience.

Team ID – Two digit regional area 06 for LVYSL (will be different for other regions - grouped geographically), followed by the three character Club abbreviation, two-digit age group, "M" or "F" for gender, a letter usually indicating division, and the EPYS registration number. (Example: 06AYSC19MG1234 {Allentown U19B})

Player ID – the first six letters of the last name or "# "to fill for names less than six letters, the last two-digits of the year of birth, two-digits for the month of birth, two digits for the date of birth, followed by the first three letters of the first name and ending with a zero. (Example: {Uncle Sam} SAM###790612UNC0 given that Uncle is the first name and Sam the last name)

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Add Action – an action used for a player who has not previously played for a team registered in the EPYS database. If unsure please ask your league registrar to do a “Search Function” on the player’s name before using the Add Action.

Release Action – an action used for when a player will no longer play for a particular team but will remain a potential player for another club or team and enter of pool of eligible released players for transfer.

NOTE: Released players not transferring to another team must surrender their passes to the league registrar.

Transfer Action – is an action that allows a released player in the released pool of players who wishes to play for another team or club to be recorded on the roster and line-up.

NOTE: There are only five (5) transfers per seasonal YEAR allowed to a team.

Secondary Action – is used for a player who plays as primary for another team but wishes to additionally play for an alternate team – either in a different; age group, gender, league or season**See LVYSL Rules of Play*

NOTE: Secondary passes are not transferable, one is required for each team that the player secondaries to.

Drop Action – a player/person dropped from the EPYS database will not be eligible for transfer and usually has no interest in ever playing soccer again. (i.e. death, severe injury)

Request PS1 Action – produces an auto generated e-mail sent to the parent, team manager, club registrar, league registrar is the way in which the coach/team manager or club registrar changes the status of a player for a team by a database Action.

Approve PS1 Action – the way in which a *league registrar* approves the change to the roster and line-up for a team using a database Action.

Actions requested in the EPYS database are not official until approved by

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the league registrar.

Out of State Play or Players from another State see individual instructions

International Players from another Country see individual instructions and contact EPYS state office

Add/View/Edit Team Information – a function allowing the user to review player information, and the audit rules, which may apply to the team. Audit Rules automatically enforce EPYS guidelines.

Team Approved – indicates that the team has passed all audit rules under the team add/edit function and has been approved by the league registrar

Team Change Requested – indicates that a PS1 Action has been initiated to change the roster record, usually done by the coach, team manager or club registrar in the current seasonal year EPYS travel database. This action not official until league registrar approves it.

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LVYSL TERMS

Rules of Play – the rules that LVYSL created to modify USYSA rules to benefit our league’s specific needs.

LVYSL Website – is not related and does not share information with the EPYS database, it is specific to LVYSL only. Useful reference tool and constant information source please refer to it often.

Calendar – current events are posted on the home page calendar, however previous events are listed on the full calendar if you wish to review them.

Directory – listing of all coaches, clubs and officers

Schedule – listing of games with details, such as locations, times, directions

Game Report – a method of recording scores for standings, accounting of games played, referee performance, and incidental events that should be brought to the LVYSL Executive Board’s attention. Fines will be assessed for games that are not reported within 72 hours of play.

Entering a Team – is not the same as registering a team. Entering a team for a season expresses the intent to have a team play in an age group/division in the LVYSL during the season entered.

Team Entry Fees - should be sent in with entry application to the LVYSL office. Entry fee covers EPYS registration, EPYS team insurance, referee assignor scheduling fee for original schedule, league registrar primary pass fees, league game scheduling, and league expenses.

Registering a Team – through EPYS /LVYSL is the act of compiling the necessary items to allow participants on to the field as members of an approved LVYSL travel team in good standing with an affiliated club.

Performance Bond – a bond paid at the beginning of season year. Performance bonds will have specified fees and fines deducted during the seasonal year. Clubs/teams with a positive balance will be refunded the amount still available at the end of the seasonal year after all accounts

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are reconciled. Clubs should replenish this PB if it goes below \$50.

LVYSL Pick Up/Drop Off Bin/Box – most registrars (*club and league*) will have a bin or a box so that clubs/teams may place registration items, in or pick up items, needing attention by either party so that registrar's home life is not continually disrupted. It is suggested that you bring a flashlight with you if picking up or dropping off after dark. The registrar should indicate where the bin/box is located for your convenience.

S.A.S.E. – a self-addressed stamped envelope is required for any postal mailing that you wish to have returned by a league registrar for any registration related materials.

LVYSL Seasons

Fall Season – starting in September, usually after Labor Day Weekend, running through early November. Open to ages 9UB & G through 19UB & G. Various divisions are determined by team; entry, record, age group and league discretion. Teams entered through LVYSL website. *see calendar*

Round Robin – one weekend of round robin games, played at the mid/end of November, intended to expose players to college coaches invited for the event and in some cases to allow teams to obtain the minimum number of required league games to be eligible for State Cup play. Open to ages 15U through 18U. Divisions are determined by team entry.

Winter/Spring Season – starting in late November running through early December and resuming in early/mid March until April. Open to ages 14U through 19U. Divisions/age groups are determined by team entry and frequently combined. Intended for teams with players who participate in high school varsity or junior varsity soccer and wish to participate as a club/classic team in travel league play. Many of these teams do tournaments or State Cup play for the remainder of the spring seasonal year.

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Spring Season – starting in mid/late March running through late May or early June. Open to ages 9UB & G through 19UB & G. Various divisions are determined by team; entry, record, age group and commissioner’s discretion.

State Cup Season – starting in mid March through May and sometimes June, depending on the team’s age group or success at the different levels of competition, usually played on Sunday afternoon supplementing league play. Schedules and entry done directly with EPYS.
