



2026/2027 Club-Affiliated Tournament Team Instructions

The following instructions apply to clubs affiliated with Eastern Pennsylvania Youth Soccer that wish to register a Club-Affiliated Tournament Team. Registration must be completed through GotSport.

Please note: Club-Affiliated Tournament Teams may only participate in tournaments and cannot use their approved tournament team roster for league play.

General Information

- Club-Affiliated Tournament Teams may only use their approved Eastern Pennsylvania Youth Soccer roster for tournament participation.
- Tournament Team registrations are valid for one (1) seasonal year. Teams must re-register each season.
- The seasonal year runs from **September 1 through August 31**.
- The registration fee is **\$200 per team**.

If a player who is not currently registered with Eastern Pennsylvania Youth Soccer for the applicable seasonal year is added to your roster, your club will be invoiced for that player. Invoices will appear on your GotSport Dashboard under **Registration Billing**, and your club will receive notifications when the invoice is generated.

Player Requirements

Please ensure that all players have the following uploaded in GotSport as part of the registration process:

- A current headshot photo (forward-facing, without hats, hoods, sunglasses, other individuals, or pets in the photo)
- A birth certificate
- Any player who is 18+ or will turn 18 years old during the current seasonal year must complete SafeSport Training prior to being added to a team roster. Safe Sport is accessible in the player's GotSport Account on their dashboard page.
- International Clearance if required: <https://www.ussoccer.com/federation-services/international-clearance>

Coaches and Managers Requirements



Please ensure that all clearance requirements are up to date in GotSport. Coaches/Managers will not be approved on a roster without their clearances completed/uploaded. Please visit Eastern Pennsylvania Youth Soccer [Risk Management](#) for more information.

Steps for a Club Admin to complete a Club- Affiliated Tournament Team Registration

1. Sign into your Club Account on GotSport
2. Select **Club Management** from the left-hand menu, then click **Teams**.
3. From the Teams page, select **Registration** at the top of the screen.
4. Locate **Eastern Pennsylvania Youth Soccer Tournament Team (Seasonal Year)** and click **Register**.
 - a. If the event is not listed, select **Find All Events** and search for it.
5. Click on the team's name and verify that the **Competitive Level** is set to **Travel**, then click **Save**.
6. Select the team(s) you wish to register by checking the box next to each team.
 - a. Be sure to select only the team(s) you want registered as Tournament Teams.
7. Scroll to the top of the page and select **Register Teams**.
8. Click **Register** and choose **Selected Team(s)**.

Eastern Pennsylvania Youth Soccer will invoice your club for the team(s) through your Club Admin GotSport portal. These invoices will be found on the *Dashboard* page, at the bottom, under *Registration Billing*. *Your club will be notified when the invoice has been generated.*

Once your roster is built, please notify Leo Kelly, Lkelly@epysa.org that it is ready to review for approval.

- [As a Coach/Manager - Building an Event Roster](#)
- [As an Admin - Creating an Event Roster](#)

After your **Eastern Pennsylvania Youth Soccer Club-Affiliated Tournament Team 2026/2027** event roster has been approved, you must clone that roster to each tournament event in which the team will participate.

- [As a Coach/Manager - How to clone a roster](#)

If you add any new players to a tournament roster:

1. Add the player(s) to the **Eastern Pennsylvania Youth Soccer Tournament Team 2026/2027** event roster.
2. Contact LKelly@epysa.org to request review and approval of the player(s).

Please note that players will not appear on the printed or PDF roster until they have been approved by Eastern Pennsylvania Youth Soccer within the event.



- [As a Coach/Manager - How to Print a Roster/Player Cards for an Event Roster](#)

Important: All roster approvals require **2–3 business days**. Please allow sufficient time for registration, roster updates, and approvals prior to tournament participation.