


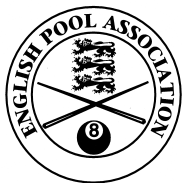
ENGLISH POOL ASSOCIATION
RECOGNISED BY THE SPORTS COUNCIL AS THE
GOVERNING BODY FOR POOL IN ENGLAND
www.epa.org.uk

EPA
Handbook
Part 7

EPA ID Card Registration – Guidance Notes

Guidance for Registering Players and Issuing ID Cards

1. The EPA ID Registration Card will be of a credit card size and type bearing the EPA Logo, barcode and barcode number. The card itself will be valid indefinitely subject to a yearly renewal form being completed and fee being paid. However, the photo should be updated at least every 10 years (more frequently if a junior). Renewal date is 1st January of each year. Membership will run from 1st January to 31 December.
- 
2. Only the County Secretary or County Official can issue these cards. ID Registration Cards will only be updated when a card is lost or not usable. There may be a charge for replacement of a lost card.
 3. A player must hold a barcoded ID Membership Registration card before he/she can play in any EPA ID Registration Card event. The barcode number becomes the player's ID No.
 4. The player must carry this card at all EPA events; failure to comply may result in a fine to the player concerned, with the possibility of not being allowed to play in that event. If the player loses or requires a further card then the full charge will be required to renew the card.
 5. The player must complete an EPA ID Registration form and submit an electronic photograph (or suitable passport photograph) or to their County Secretary/County Official. The EPA Barcode number to be inserted by County Secretary/County Official. The County Secretary/County Official will issue the player with an EPA ID barcoded registration card. The County Secretary/County Official will then complete the EPA online database to register this player.
 6. The cost of the Registration/ID card is set by the player's County/Region and fees are payable to the County/Region.
 7. The player is not fully registered until the application form, photo and registration fee are submitted and the information placed on the EPA database.
 8. A player signing on the day for Inter-County or Inter-League must complete the relevant forms and ask the County Secretary or County Official to sign and complete the online EPA database to register this player. The County Secretary or County Official has seven days to complete the registration. Failure to comply will result in penalties being applied in accordance with the National Inter-County and Inter-League Rules.
 9. County teams must register a minimum number of players seven (7) days prior to their first Inter-County fixture as follows:



Men's squad (A/B) - sixteen (16) players
Ladies - eight (8) players
Juniors - seven (7) players
Seniors - six (6) players
Under 23s - four (4) players

10. An Inter-League team must have a minimum of nine (9) players registered.

Transfers

11. A Transfer can only take place if the County Association Secretary or County Official completes the online transfer request. The player must submit their ID Registration form to the new County Secretary or County Official to complete the online database.

Definitions

12. Seniors - Persons who will be aged 50 years or over by 31 December of the year of application.
13. Under 23s – Persons who will be under 23 years old at 31 December of the previous year.
14. Juniors - Persons who are UNDER 18 Years old at 31 December of the previous year. Junior application, **MUST BE COUNTERSIGNED** by Parent/Legal Guardian.

Photos

15. An electronic photograph or suitable passport photograph must be supplied. Group photographs are not permitted.

Digital – High quality digital images are not required. VGA resolution (640 x 480) should be more than adequate

Passport Photo - If printed photo are supplied, they should be supplied on photographic paper or equivalent. The photo should be approximately 40mm high by 30mm wide and the image should be between 25mm & 35mm when measured from the top of the hairline to the bottom of the chin.

Minimum
Acceptable



Maximum
Acceptable

