



**ENGLISH POOL ASSOCIATION**  
RECOGNISED BY THE SPORTS COUNCIL AS THE  
GOVERNING BODY FOR POOL IN ENGLAND  
[www.epa.org.uk](http://www.epa.org.uk)

EPA  
Handbook  
Part 7

## **EPA ID Card Registration – Guidance Notes**

### **Format for Registering Players and Issuing ID Cards**

1. A player must hold 1 bar coded ID Membership Registration card before he/ she can play in any EPA ID Registration Card event.
2. The player must complete a 'Players Registration form' and a suitable passport or electronic photograph to their County Secretary. County Secretary will hand them a EPA ID Bar coded registration card. The County Secretary will then complete the EPA online database to register this player.
3. 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 Rules.
4. County teams must register a minimum number of players fourteen (14) days prior to their first Inter-County fixture as follows:
  - Men's squad (A/B) sixteen (16) players
  - Ladies eight (8) players
  - Juniors eight (8) players
  - Seniors six (6) players
  - Under 23s four (4) players
5. An Inter-League team must have a minimum of nine (9) players registered fourteen (14) days prior to their first Inter-League fixture.
6. The cost of the Registration/I.D card is set by their Region and fees are payable to the Region.
7. The player must carry this card at all EPA events; failure to comply will 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.
8. Transfers: A Transfer can only take place if the County Association Secretary or County Official completes the online transfer request and a new ID Membership form should be handed to the player's new County Secretary or County Official to complete online for EPA Database.
9. Numbering on cards is denoted by a bar coded system for each player
10. Only the County Secretary can issue these cards.  
ID Registration Cards will be only updated when a card is lost or not usable.



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11. The player must complete a Players Renewal Registration Form each year this must be signed by his/ her County Secretary, the County Secretary then updates that player's membership online
12. Renewal date is 1<sup>st</sup> January of each year. Membership will run from 1<sup>st</sup> January to 31 December.