November 27, 2018

TO: WPIAL Athletic Directors

SUBJECT: WPIAL Basketball Roster Information ~ **FEBRUARY 1, 2019 ~ DEADLINE**

FROM: Lynn Sivetz, WPIAL, Office Manager

In order to prepare game programs and a media guide for the 2019 WPIAL basketball play-off games, it is necessary that member schools submit team roster information to the League Office by ***February 1, 2019***. ***Please send the rosters ONLY to Lynn.*** If your team is not in contention for the WPIAL play-offs, it is NOT necessary to send the roster or the team picture.

1) **Preparing varsity team rosters for boys and girls varsity basketball.**
   Roster information should be typed and completed per the specifications listed below. These specifications have been created in Microsoft Word. As an alternative, you may prepare the roster in Excel format provided the format is very similar to the Word Format. We would appreciate your typing this information and submitting to the League Office in one of the following ways:

   - **E-mail your roster in Word or Excel format to: lsivetz@wpial.com**

   - **Schedule Star ~ OR ~ rSchoolToday rosters will only be accepted if they are in the same format, including caps, bolding, etc. Please note that changes to these rosters CANNOT be updated by the WPIAL.**

   Please email the completed roster to **Lynn at lsivetz@wpial.com** . **Do not fax** roster, the quality is not suitable for programs. The WPIAL will use the roster as submitted in a tournament media guide and game programs. The attached sample has been made using the specifications below and serves as exact replica of how the rosters will be printed. **Please do not list JV players who do not dress for the varsity team.**

a)   **MARGINS**– All Margins should be set as follows: Top–0.5", Bottom–0.5", Right–0.5", Left-0.5". Headers and footers should be set at 0.0".

b)   **FONT–**All roster data should be typed using **"Arial"** font in 12 pt. Size.

c)   **HEADING-**The heading should be typed using caps, "Bold", and centered alignment in **Arial** -12 pt. as follows: type school name, TYPE "**2018",** type school's basketball classification "(**6-A, 5-A, 4-A** etc.)," followed by "**BOYS' BASKETBALL''** or "**GIRLS' BASKETBALL**". NOTE: Use exact form of heading as per attached samples.

   Following the heading, leave blank space before entering roster data.

d)   **TEAM ROSTER HEADINGS SET-UP-The order of information for basketball roster data should be: Name, Home, Away, Position, Height, and GRADE**. Type roster heading information in **ARIAL 12** pt, "bold", underlined lower case letters with first letter capped. Suggested tab and alignment settings for preparing roster data are indicated below. Note-under columns labeled **"Home**" and "**Away**"-enter player jersey number.

   Name – 0.0" tab set, center alignment

   Home – 2.5" tab set, center alignment

   Away – 3.25" tab set, center alignment

   Position – 4" tab set, center alignment

   Height – 5" tab set, center alignment

   Class – 6" tab set, center alignment

e) **VARSITY TEAM MEMBERS** should be typed in **numeric order** using **arial**-12 pt. Size. **Do not use "bold"** when entering players' information. Except when caps are required, information should be typed using lower case letters. **Type data exactly as shown in samples**. Following team roster data, double space before entering school directory data.

f) **SCHOOL DIRECTORY INFORMATION –** Type **"SCHOOL DIRECTORY"** in caps, using "bold" **arial-12** pt. centered. Skip one space, and enter data as follows in a maximum of four (4) lines as follows:

    Line 1: Enter "**NICKNAME**", "**COLORS**" and "**PRINCIPAL**"
    Line 2: Enter "**ATHLETIC DIRECTOR**", and "**HEAD COACH**"
    Line 3 AND 4: Enter "**ASSISTANT COACHES**", "**ATHLETIC TRAINER**",
     "**CHEERLEADER SPONSOR**"

Titles for school directory should be typed in caps using "bold". Names should be typed using lower case letters except where caps are required. **Please list only the personnel listed above.** Do not enter names in bold. All directory data should be typed using left alignment and Arial 12 pt. exactly as shown in the attached samples.

2) **Basketball Team Picture - via** e-mail in *jpeg format.*

Please note that the team photo is only required if your school might be in competition for the championship game at Petersen Event Center. Your team photograph can be either black/white or color. If you have difficulty e-mailing then it should be mailed to the League Office **(preferably 5" x 7")** no later than the basketball play-of pairings meeting on **February 12, 2019** for use in the WPIAL and PIAA championship game programs. If your team advances to the PIAA tournament, the team picture will be mailed to the PIAA for their use.

If your team is not in contention for the WPIAL play-offs, it is NOT necessary to send the roster or the team picture. If you have any questions, please call Lynn Sivetz at the League Office. Your cooperation is appreciated.

    PLEASE NOTE-There is a SAMPLE of a roster posted in WORD on the website. If you can not format your roster, please use the SAMPLE.

JAMESTOWN AREA HIGH SCHOOL – 2018 - 2019 "5-A" GIRLS' BASKETBALL

Name	Home	Away	Position	Height	Class
Lauren Shaffer	3	3	G	5'3"	11
Paige Kochka-Puskar	5	5	F	6'0"	9
Harper Zimmer	11	11	G	5'7"	10
Mariah Penascino	12	12	G	5'9"	11
Megan Marecic	21	21	F	5'11"	10
Samantha Simpson	22	22	F	6'1"	10
Justine Carroll	23	23	G	5'9"	12
Madeline Schutte	24	13	G	5'8"	12
Elizabeth Neal	32	32	G	5'5"	10
Jessica Beckwith	33	33	F	5'9"	10
Kaitlin Chess	34	34	F	5'11"	9

SCHOOL DIRECTORY

NICKNAME – Cougars; **COLORS –** Navy Blue and Gold; **PRINCIPAL –** Larry Eger; **ATHLETIC DIRECTOR –** John Cashman; **HEAD COACH –** Don Jones; **ASSISTANT COACH –** Tim Long; **CHEERLEADER SPONSOR**- Joan Smith; **ATHLETIC TRAINER** – Stanley Polito

PLEASE NOTE:

Roster should be in the "EXACT" format as per the sample above, OTHERWISE IT WILL BE RETURNED.