

# WCGS Travel Team Guidelines & Reporting Requirements

Effective January 1, 2018 and supersedes previous versions

1 – Ensure all on-field coaching members, have a completed background check through WCGS.

2 – Ensure all full-time players are registered with WCGS.

\*A. During the fall season, those players who are registered on a WCGS travel team but are not playing on a school (metro) team, may be allowed to register to play for a WCGS Rec team provided that all parties (player, coach, parent) understand that the Rec team and season takes priority over anything travel-related. Once they register to play on Fall Rec team, all priority falls to the Rec team until the Rec season has ended.

\*B. During the spring season, those players who are on an approved WCGS travel team roster are not permitted to play in the WCGS Recreation league as well. They cannot play on both a WCGS travel team or rec team even if they are different age groups.

\*C. WCGS players can "fill in" or "pick up" for other WCGS teams as long as it does not interfere with their full-time team in any way. If a WCGS rec player is asked to fill in for a WCGS travel team, the travel team coach needs to confirm this intention with the player's Rec coach as to make sure there is no conflict and inform both the Fast Pitch and Travel Directors of this intention.

3 – Travel teams affiliated with the WCGS organization shall secure team liability insurance. Teams that have paid their season dues to WCGS are entitled to the use of liability insurance provided by WCGS.

A. Note: the WCGS insurance policy may not be useful to teams that play in certain tournaments, divisions or organizations that require specialized team insurance beyond the scope of liability insurance provided by WCGS.

4 – Use proper logos and colors to meet the WCGS travel guidelines on uniforms.

A. Travel teams operating at West Cobb must follow the branding requirements of the organization they have chosen to join.

B. Logos, colors and uniforms are set by the organization and must be adhered to.

5 – Have a non-coach as treasurer and bookkeeper.

\*A. “a Non-Coach” means someone other than a member of the coaching staff or a family member of the coaching staff (ie. Spouse, sibling, etc)

\*B. Coaches should meet with a financial institution to discuss the best options for opening a checking account for your team. Individual team banking accounts cannot be opened using WCGS tax exemption credentials or federal identification.

1. The bank account must be in the team name, it CAN NOT be listed in an individual’s name. NO EXCEPTIONS.

6 – Must submit a team budget to the Travel Director(s) for review. This can be done as a budget for the year or it can be split into a fall and spring budget. The budget needs to be submitted by 10/1. If there is split budget by seasons, the spring budget must be submitted by 2/1.

\*A. Each team treasurer must set up and maintain an income statement.

This must be made available to the Travel Director within 24 hours of any request from a team parent or WCGS board member.

\*B. An income statement should be the inflow (monies coming in) and outflow (monies going out). At the very end, they can put in the bank account balance and a casual viewer should have most of the information that need to understand what is going on.

C. If a team is going to carry over money to the next season, a maximum of \$500.00 is allowed.

7 – All travel teams are required to play tournaments in the season in which they form. Fall tournament teams should play a minimum of 2-3 tournaments and Spring tournament teams should play a minimum of 10. If any team has issues

with this, exceptions can be made once the request is submitted in writing to the Travel Board and is approved. Penalties for failure to play in the required number of games can result in Coaches removal. A list of scheduled tournaments should be submitted to the Travel Director(s) when the budget is submitted.

8- Pay a Team Fee of \$1000 to WCGS that would cover all fees (including the extra county fee charged to WCGS per registered player) for the full year (8/1/17 thru 7/31/2018). This can be split into 2 payments of \$500 if so desired-- payments are due the 1<sup>st</sup> of Dec. for the fall season the 1<sup>st</sup> of March for the Spring and Summer season. If a new team joins the league after the fall season has ended, their fee would be \$500 for the upcoming Spring/Summer season and would be due the 1<sup>st</sup> of March.

\*A. Failure to pay the league fee by the scheduled due date will result in loss of scheduled field time- the team will be removed from the practice schedule until such payments have been made.

9- Commit the team to 2 concession duty shifts during the Rec Post Season league tournament (one to be held in the fall season and one to be held in the spring season). The team will be scheduled randomly by the WCGS Scheduler and need to ensure the concession stand has adequate coverage for that shift.

10 - Commit the team to one community service activity or event during the Spring/Summer Season.

11 - Have the head coach or a team representative at any scheduled coaches' meetings.

13 - No recruiting players from other WCGS travel teams.

14 - In today's heightened sexual misconduct era, it is imperative that all coaches maintain a proper relationship with all girls on their teams. Some examples of behavior to avoid are:

A. If you need to communicate with an individual player, the player's parent needs to be aware of the communication. It is suggested that all communication should include the parent's contact info as well.

B. If you need to adjust a player's stance or touch a player for any reason (ie. high-fives, pat on the shoulder, etc), make sure you have permission from the parent or guardian and should never be done if there is not someone else there to witness the interaction.

C. If a parent is late and you must wait with a player, please have another parent stay with you.

15 - The travel committee will provide documentation and support to any new team formed under the "West Cobb Girls Softball" travel umbrella to help set up and establish the team. It is imperative that all new coaches fully understand the guidelines and restrictions of being said, "West Cobb Team". No deviations of said rules are permitted.

16 - Failure to comply with these or any future rules set forth by the Travel Committee or West Cobb Girls Softball can result in a Coach's immediate dismissal or a team's removal from the program.