

**TO:** WPIAL Athletic Directors

**SUBJECT:** WPIAL Baseball & Softball Roster Information

**FROM:** Matt Manz

All teams who are participating in the 2026 WPIAL baseball and/or softball season, it is necessary to submit your team roster information to the League Office by **April 3, 2026. Please send the rosters ONLY to Matt.** There is no limit to the changes that can be submitted to the following April 3 deadline – please submit said changes to Matt in an email and he will make the changes to the document on file.

**1) Preparing varsity team rosters for baseball & softball:**

Roster information should be typed and completed per the specifications listed below, and should be emailed to WPIAL director of communications **Matt Manz** at **mmanz@wpial.com**. **Word documents will ONLY be accepted.** The WPIAL will use the roster as submitted for both the league website and the WPIAL baseball and softball tournament digital programs.

The samples named **WPIAL Roster Template – Baseball** and **WPIAL Roster Template – Softball** will be sent in an email with these roster specs as an exact replica of how the rosters will be printed. The example document will also be located on the WPIAL website underneath the Resources tab on the top navigation bar. Schools are encouraged to type their team's roster from that document if they so choose. **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"**. You can also find these margins by clicking the layout tab, then margins, and then selecting Narrow.
- b) **PARAGRAPH** – All spacing should be set to 0 pt. Before, 0 pt. After, and Single on line spacing.
- c) **FONT** – All roster data should be typed using **Tahoma** font in 12 pt. size.
- d) **HEADING** – The heading should be typed in bold using all caps and centered alignment in **Tahoma** – 20 pt. as follows: type **2023**, type **SCHOOL NAME**, type school's baseball/softball classification (**6A, 5A, 4A, 3A, 2A, 1A**) followed by **BASEBALL** or **SOFTBALL**. If the 20 pt. font causes the text to go on multiple lines, please resize to 18 pt. font. Following the heading, leave a blank space before entering roster data.
- e) **TEAM ROSTER HEADINGS SET-UP – The order of information for roster data should be: No., Name, Grade, Ht., and Pos..** Type roster heading information in **Tahoma** 12 pt. bold with the first letter capitalized. Tab and alignment settings for preparing roster data are indicated below. **If a student-athlete wears a different Away number than Home number, please list the Home number FIRST followed by a slash (/) before putting in the Away number. (In the Roster Template document, Cal Fenn and Ross Keiners's names are how to properly format it.)**

**No.** – 0.0" tab set, left alignment  
**Name** – 1.0" tab set, left alignment  
**Grade** – 4.0" tab set, right alignment  
**Ht.** – 5.5" tab set, right alignment  
**Pos.** – 7.0" tab set, right alignment

If height is not available, please remove the **Ht.** heading and tabs and shift the **Grade** tab set to 5.5" right alignment.

- f) **ORDER OF VARSITY PLAYERS** – Players should be typed in numerical jersey order **ONLY** using **Tahoma** 12 pt. size. Do not bold when entering players' information. **Rosters will not be accepted if they are in alphabetical order or order by grade.**

**g) POSITION LISTINGS** – Please use the following abbreviations for players’ positions:

- Pitcher:** P
- Infielder:** IF
- Outfielder:** OF
- Utility:** UT
- Catcher:** C
- First Base:** 1B
- Second Base:** 2B
- Shortstop:** SS
- Third Base:** 3B
- Left Field:** LF
- Center Field:** CF
- Right Field:** RF

Do not write the full position name. Players can be listed at multiple positions as per the examples of Gene Larson, Matthew Paul, Jim Snyder, Justin Will, Nick Pador, Russ Tavage, Cal Fenn, Dustin Tomer, Mike Snyder, Jerrod Rebel, and John Spink in the EXAMPLE document.

**h) SCHOOL DIRECTORY INFORMATION** – Type **SCHOOL DIRECTORY** in bold and all caps, using **Tahoma** 14 pt. size, left aligned. Enter data as follows:

- Line 1: **NICKNAME**
- Line 2: **COLORS**
- Line 3: **SUPERINTENDENT**
- Line 4: **PRINCIPAL**
- Line 5: **ATHLETIC DIRECTOR**
- Line 6: **ASSISTANT COACHES**
- Line 7: **ATHLETIC TRAINER**
- Line 8: **TEAM MANAGER**

All school directory information should be typed in **Tahoma** 11 pt. size, left aligned. Titles for school directory should be typed in bold and all caps. Names should be typed in lower case except where capitalization is required. **Please list only the personnel listed above.** If the team does not have one of the listed personnel, do not list that line and move the remaining lines up one. Do not enter names in bold.

**2) Baseball/Softball Team Photo:**

While team photos will likely only be used if you are in the championship games of your classification for our online digital program, it is important to send your team photo ahead of time by the start of the playoffs. Your team photo can be in either black/white or color, and it is preferred that it is the **image ONLY without text or any additional markup.** Team photos with text and markup will be accepted if necessary.

Please provide your team photo via email in **JPEG/JPG/PNG** format by **May 8, 2026**. If you have difficulty emailing then it should be mailed to the League Office (**preferably 5x7"**) no later than May 8, 2026 **for use in the online digital championship program**

If you have any questions, please email Matt Manz at the League Office. Your cooperation throughout this process is appreciated.