

August 20, 2026

**TO:** WPIAL Athletic Directors

**SUBJECT:** WPIAL Girls' Volleyball Roster Information

**FROM:** Matt Manz

All teams who are participating in the 2026 WPIAL girls' volleyball season, it is necessary to submit your team roster information to the League Office by **September 4, 2026**. **Please send the rosters ONLY to Matt Manz**. There is no limit to the changes that can be submitted to the following the September 6 deadline – please submit said changes to Diana in an email and he will make the changes to the document on file.

**1) Preparing varsity team rosters for girls' volleyball:**

Roster information should be typed and completed per the specifications listed below, and should be emailed to **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 girls' volleyball tournament digital program.

The sample named **WPIAL Roster Template – Volleyball** 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 11 pt. size.
- d) **HEADING** – The heading should be typed in bold using all caps and centered alignment in **Tahoma** – 20 pt. as follows: type **2026**, type **SCHOOL NAME**, type school's girls' volleyball classification (**4A, 3A, 2A, 1A**) followed by **GIRLS' VOLLEYBALL**. 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 field hockey roster data should be: No., Name, Grade, Ht., and Pos..** Type roster heading information in **Tahoma** 11 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 EXAMPLE document, Cal Fenn's name is 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** 11 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:

**Outside Hitter:** OH

**Middle Blocker:** MB

**Middle Hitter:** MH

**Setter:** S

**Libero:** L

**Defensive Specialist:** DS

**Right-Side Hitter:** RS

**Opposite Hitter:** OPP

Do not write the full position name. Players can be listed at multiple positions as per the examples of Lucas Savor, Russ Tavage, Steve Rabik, and Dustin Tomer 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) Girls' Volleyball 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 **October 21, 2026.** If you have difficulty emailing then it should be mailed to the League Office (**preferably 5x7"**) no later than October 21, 2026 **for use in the online digital championship program.**

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