



WCGS 2026 Managers Guide

Provided by WCGS Board Members

About us

West Covina Girls Softball (WCGS) is a non-profit organization dedicated to developing girls ages 4 - 18 in the areas of sportsmanship, character, and softball skills. The league offers both recreational and competitive (Select) programs, built on community involvement, volunteer support, and adherence to USA Softball rules. WCGS operates spring and fall seasons, hosts tournaments, and provides competitive opportunities, while promoting core values such as teamwork, loyalty, and positive youth development.

Guide Overview

Thank You for volunteering as a Team Manager for the 2026 season. This guide outlines your responsibilities across all divisions (6U–HS). Most referenced documents and tools can be found on our website:

- **Main Site:** <https://www.wcgs.info>
- **Manager's Corner:**
<https://www.wcgs.info/page/show/8028788-managers-corner>

1. Pre-Season Responsibilities

1.1 Team Formation & Registration

- Submit a volunteer form which can be found on our website:
 - [Volunteer Form](#)
- Communicate your intent to manage a team to **Chief Player Agent Miguel Ramirez** at ogmikee1@yahoo.com.
- Build your team roster, gather player contact information, and set expectations with families.

Player Locks (“Freezes”)

- Managers may lock up to **three (3)** players prior to evaluations.
 - Locked players do **not** participate in evaluations.
 - Each locked player reduces your number of initial draft selections accordingly.
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1.2 Evaluation Day

- Players are evaluated by age group and issued numbered bibs. The first number on the issued bib will state the player age (e.g. #905 = age 9 and player number 5).
- Use a **Player Evaluation Sheet** (located in Manager's Corner) to assess player skills. Example provided below.

West Covina Girls Softball																		
<u>Player Evaluation</u>																		
Player #:	<u>Yrs. Of Experience</u>					<u>Bats</u>					<u>Throws</u>							
<u>Rating Key</u>	<u>Outfield</u>					<u>Infield</u>					<u>Base Running</u>							
5- Excellent	Fielding	1	2	3	4	5	Fielding	1	2	3	4	5	Running Speed	1	2	3	4	5
4- Good	Range	1	2	3	4	5	Range	1	2	3	4	5	<u>Pitcher</u>	1	2	3	4	5
3- Average	Arm Strength	1	2	3	4	5	Arm Strength	1	2	3	4	5	Fast Ball	1	2	3	4	5
2 -Below Average	Arm Accuracy	1	2	3	4	5	Arm Accuracy	1	2	3	4	5	Control	1	2	3	4	5
1- Poor													<u>Hitting</u>	1	2	3	4	5
													Hitting Ability	1	2	3	4	5
													Contact	1	2	3	4	5
<u>Notes</u>																		

- **Drafts** occur immediately after each division's evaluations in the WCGS Boardroom.
 - Draft order is determined by card draw.
 - A **snake draft format** will be used.
 - Absent players will be placed into a **Hat Draw** after the main draft.
- After drafts conclude, managers will select:

- **Team Name**
- **Uniform Color**
- Uniform samples (jerseys, pants, socks) are available in the Boardroom.

Equipment Pick-Up

Tees, catcher's gear, and practice softballs will be available following evaluations.

1.3 Rosters & Team Communication

- After selecting players, managers receive player registration cards containing contact information.
- WCGS does not mandate a specific team communication platform. Popular options include:
 - GroupMe
 - TeamSnap
 - RosterBot
- Complete the **New Team Roster Form** (Manager's Corner) to finalize your roster.

- Once approved, you will gain access to the practice-slot reservation system. Early roster submission ensures greater availability of preferred time slots.

Parent Meeting

A parent meeting early in the season (often the first practice) is strongly recommended to review expectations, volunteer needs, and team culture.

1.4 Budgeting & Sponsorship

- A mandatory **team sponsorship fee of \$200.00** is required.
- Determine a booth theme and fundraising plan for Opening Day and/or Trunk-or-Treat.
- All additional funds raised must be used **toward team needs**, such as:
 - Team shirts or sweaters
 - Batting cage sessions
 - Team-building events
- Budget for an **end-of-season team party**.

- Sponsorship Form (including Tax ID) is available in the Manager's Corner.
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1.5 Coach & Volunteer Screening

- Identify assistant coaches and a Team Mom who can support your goals and be reliable contributors.
- Safety and compliance requirements:
 - **SafeSport Training**
 - **Background Check** (fees apply)
 - Links will be distributed by **Xochitl (Webmaster)** via email.
 - All requirements must be completed **before Opening Ceremonies**.

League Rules & Bylaws

Familiarize yourself with regular-season and tournament rules:

- [League Bylaws](#)
- [Spring Season and Tournament Rules](#)
- [League Forms and Documents](#)

1.6 Player Skill Development

- Use early practices to assess player skill levels.
- Ensure drills are inclusive, safe, and appropriate to player ability.
- Teach rules and reinforce safety fundamentals.

Select Team and All Star Nominations

For skilled players that seek more demanding practices, communicate the Select Team tryout dates. These players will practice and play on Sundays only. Additionally, as you evaluate and develop players identify potential All Star Team nominees. The nomination period will be at the conclusion of the season.

2. In-Season Responsibilities

2.1 Communication

- Serve as the primary point of contact for players, coaches, and parents.
- Join or request access to the **WCGS Managers & Coaches GroupMe** for real-time updates on:

- Weather delays
 - Field changes
 - League announcements
 - Communicate consistently and transparently to build trust and strong team culture.
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2.2 Rules, Conduct & Compliance

- Ensure players and parents adhere to the WCGS Code of Conduct.
 - Managers and Team Moms must collect signed:
 - [Parent Code of Conduct](#)
 - [Manager Code of Conduct](#)
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2.3 Scheduling & Logistics

- Manage practice schedules and game-day details.
 - Practice schedules

- Game dates and times
- Photo Day information
- Communicate:
 - Uniform requirements
 - Field assignments
 - Warm-up times and locations

Game Day Rules

- Review time limits and pre-game warm-up restrictions (no infield before games).
- Ensure players arrive prepared and on time.
- Both teams share responsibility for pre-game field maintenance, which includes watering the infield, chalking the lines and batter's box, and placing or removing the bases.
 - Communicate with your coaching staff and parents ahead of game days for field volunteers.
 - If any field issues arise or if supplies are needed, please contact the Field and Equipment Board Members found in the Managers Corner.

- Ensure field entrances are closed and locked if your team is the last game on the field.

2.4 Score Reporting

Submit game scores promptly to **Xochitl** via:

- Email or the reporting link in the Manager's Corner
 - [Score Reporting](#)

Report Game Score

Report Game Score Division: *

Please select

Your Name *

First Last

Game Start Time & Date: *

/ /  : AM
MM DD YYYY HH MM AM/PM

PLEASE SUBMIT THE DATE & TIME YOUR GAME WAS SCHEDULED

Your Email: *

Your "email" is to notify you of a game discrepancy

Your Team was @ Coin Toss at Home Plate *

- Home
 Visitors

(Home Team is Official Score Keeper)

A sample score-reporting format is provided above.

3. Team Development & Culture

3.1 Fair Play

- Model respect toward umpires, opposing coaches, and players.
 - Encourage only positive cheering and sportsmanship.
 - Follow lineup and rotation rules to ensure all players receive equal opportunities.
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3.2 Positive Environment

- Promote fun, confidence, and player enjoyment.
 - Use music, games, and positive reinforcement.
 - Address mistakes constructively with instruction, not criticism.
 - Review the Bullying Code of Conduct and ensure your players are following it:
 - [Bullying Code of Conduct](#)
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3.3 Safety

- Prioritize player safety at all times. Communicate injuries to parents and coaching staff.
 - Report any injuries to the league and/or Board Members using the following Injury Report form.
 - [Injury Report Form](#)
 - Report equipment or facility concerns immediately to Field or Equipment Managers.
 - Joey Romero and Michael Mitre can be contacted for any Field or Equipment Issues.
 - Use safety-training guidance when addressing injuries.
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3.4 Volunteer Participation

Encourage parents to support:

- Team coaching assistance
 - Every team can use coaching assistance for field practice or batting practice.
- Event booths

- Opening ceremonies and Trunk or Treat are opportunities for team parents to participate.
 - Field volunteer needs
 - The League Work Party to improve our fields and facilities is a great opportunity for volunteerism.
 - Game Day field preparation can be great volunteer assistance.
 - Snack Bar shifts and fee obligations
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4. Key Takeaways

- **Be a Leader:** Serve as a positive role model and show respect in all interactions.
 - **Demonstrate Commitment:** Be dependable and promote reliability within your team.
 - **Understand Your Responsibilities:** Manage communication, logistics, and team culture effectively.
 - We aim to support you and respect your time by providing clear information and resources.
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Spring 2026 Schedule

1. **WCGS Google Calender:** [WCGS Calendar](#)
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Additional Resources

2. **GroupMe:** <https://web.groupme.com/signin>
3. **WCGS Website:** <https://wcgs.info>