

# WCGS Travel Team Guidelines & Reporting Requirements

2021- 2022 Travel Season

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## **Duties of the team with ultimate responsibility to approved Head Coach:**

1. All head and assistant coaches must register with WCGS, complete a background check, and abuse prevention training on an annual basis.
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 registered on an approved WCGS travel team are not permitted to play in the WCGS Recreation league as well. Players 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 if 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. Secure team insurance certificates and have a copy of them at all team practices or events. Insurance certificates for all West Cobb Extreme and WCGS Affiliated travel teams are available for download on the West Cobb Extreme website. Contact the Travel Director for details.
4. Use only approved logos and club colors for player uniforms.
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 (Spouse, sibling, etc.)
  - b. Each team must secure an EIN number through the IRS and open the bank account in the team's name. The team account may not be in the treasurer's name.
6. Must submit a team budget to the Travel Director for review. This can be done as a budget for the year, or it can be split into a fall and spring budget. The fall or annual budget is due by September 1. If the budget is by seasons, the spring budget must be submitted by February 1.
  - a. Each team treasurer must set up and maintain a working financial balance sheet.

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- b. The balance sheet and team financials should be available to the Travel Director within 24 hours for any request from a team parent or WCGS board member.
    - c. Each financial report must include the following: Parent contributions, sponsor contributions, fundraising and any other revenue. Also, it must include all expenses and the planned use of any excess funds. 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. In the fall season, teams should play a minimum of 2-3 tournaments. During the spring season, teams should play a minimum of 10 tournaments, including a state or regional championship. Exceptions can be made by submitting a written request to the Travel Director and will need his/her approval. 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 when the team's budget is submitted.
8. Pay a Team Fee of \$1000 to WCGS that covers all fees for the full travel season (August 1 through July 31).
  - a. This fee is for:
    - i. Player registration with WCGS. Player registration is a requirement of WCGS and Cobb County Parks and Recreation. Coaches may have up to 20 players registered on their rosters per travel year. Includes all Cobb County participation and field usage fees.
    - ii. Team/Player insurance. Teams have access to full coverage at practices and tournaments.
    - iii. Field eligibility. Approved travel teams have exclusive access to certain fields at Lost Mountain Park during the WCGS lease.
  - b. The fee may be split into 2 payments of \$500 each: Payment #1 is due by November 1; Payment #2 is due by March 31. 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 is due March 31.
    - i. Failure to pay the league fee by the scheduled due date will result in loss of scheduled field time: Teams in arrears 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 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.

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10. Commit the team to one community service activity or event during the Spring/Summer Season.
11. The head coach or a team representative should attend any scheduled coaches' meeting.
12. Recruiting players from other West Cobb travel teams is prohibited unless a written agreement between coaches has been submitted to the Travel Director.
13. In today's heightened sexual misconduct era, it is imperative that all coaches maintain a proper relationship with all girls on their teams. Completing the Abuse Prevention Training program as noted above will insure that coaches are aware and enabled to prevent any misconduct.
14. West Cobb's Travel Compensation: Coaches, board members are volunteers shall receive no compensation or favoritism for their participation. Board members and Coaches must pay registration fees for their daughters the same as any other member of the Association. Board members are prohibited from doing business at a profit or for more than others may provide the service with the Association to avoid any appearance of a conflict of interest. Services performed at cost, a reduced cost or free will be accepted with Board approval. Bids may be secured to assure the cost is reasonable, fair, and equitable. At the discretion of the WCGS President, a small gift at the end of the year may be purchased on behalf of the Association to show appreciation for the member's service.

\_\_\_\_\_ Signed by named Head Coach

\_\_\_\_\_ Signed by WCGS Travel Director

\_\_\_\_\_ Date Signed