

PLEASE READ THIS FIRST

ROSTER DEADLINE Monday, January 22, 2018

Dues for your team must be paid BEFORE submitting roster.

- Junior VGS dues are \$10 per calendar year. Payment may be made at the VGS office or on the website (www.projectdemotest.com/vgs/).
- Juniors will play on Saturday at 1:30 pm for Girls and 3:30 pm for Boys
- Before beginning your roster submission, please **make sure all the players you are including have committed to play on your team. A player may only be listed on one team – make sure you have spoken with both the player and his/her parents to ensure your team is the team on which they will be playing for the Spring 2018 season.** Complete the “Team Manager’s Worksheet” included in this packet before going online at the VGS website.
- The website will be ready to accept your roster on **Monday, January 1**. Do not wait until the deadline of January 22.
- After you submit your roster on the VGS website (projectdemotest.com/vgs/), a confirmation number will be issued at the end of roster submission. (Please refer to instructions in this packet on entering your roster on the website.)
- **Please review the Roster Summary page carefully** to make sure all your players are included and check their names and VGS numbers. A player may only have one VGS number!
- Once your roster has been submitted and the corrections period has ended, **players may not be deleted from one team and added to another team – there are no exceptions to this rule!**



VGS Golfers
P.O. Box 870971
Stone Mountain, Georgia 30087
Main Office: (770) 310 0366

JUNIOR VGS ROSTER – Spring 2018 Season

ROSTER DEADLINE is Monday, January 22

Dear Team Manager,

It is time to organize your team for the Spring 2018 Junior VGS season. The VGS website will begin accepting rosters on Monday, January 1 and will close at midnight on Monday, January 22. Avoid the last-minute rush and frustration by getting your team in early. Corrections to your submitted roster may be made until midnight Saturday, January 27.

From January 23 through midnight January 27, 2018 late rosters will be accepted online with a \$50 late penalty fee payable by credit card at the time of roster entry.

PLEASE NOTE THAT THE AGE ELIGIBILITY GUIDELINES HAVE CHANGED. Please read through to the end of this packet for Junior League age cutoffs.

If you have questions, below is a list of whom to call:

Questions about leveling?

Email or call the Overall Coordinator in your age division,

Questions about the season?

Email or call the Overall Coordinator in your age division.

If you are having trouble obtaining a username and password?

Call the VGS Office - 770-399-5788

If you need a Volunteer number to manage the team? **(Remember, you should use your regular VGS #, if you have one)**

Call the VGS Office – 770-399-5788
or log onto the VGS website (projectdemotest.com/vgs/) and select member type – Volunteer unpaid when creating a new membership number. Do not create a new volunteer number if you already have a regular VGS number.

If you need VGS numbers for your players?

Log onto the VGS website (projectdemotest.com/vgs/).

How do I submit a roster?

Log onto the VGS website (projectdemotest.com/vgs/). See instructions for entering a new roster in this packet.

How do I get my team's schedule packet?

All packets must be downloaded from the website (projectdemotest.com/vgs/). Go to League Documents & Information (left hand column on the Home Page)>click on Access Documents>select your league under Schedule Packets.

How do I get my team's schedule?

Go to Players & Facilities>My VGS>My Rosters>click on the Schedule link to the left of your current season's roster ID number.

Five important facts to consider:

1. **Travel Schedules** – In leveling your teams, the Junior VGS coordinators have taken into consideration geographical location as well as competitiveness in assigning each team’s appropriate playing level. However, we cannot guarantee a certain number of home matches or matches within a certain radius. If transportation and travel time are a problem for you and your team, you should carefully consider whether to submit a roster.
2. **The dual meets and playoff matches** this season will be scheduled for Saturdays at 1:30 for girls and 3:30 for boys. You may always schedule a match to be played for an earlier day and/or time. Please see enclosed Spring 2018 Season Calendar for dates.
3. **Team Suspensions** – Please be very certain that the players listed on your roster are committed to play. **Teams that collapse and withdraw after the leveling process may be suspended for the following season play.** This is a situation that can be avoided by making sure you have a solid team even if it means taking on a few extra players to ensure your team’s ability to play all matches. Successful Saturday play requires a large roster to accommodate conflicts in player schedules with other sports and weekend activities. **We recommend a minimum of 10 players on the roster (two more than the VGS required minimum).**
4. **Leveling** – The Junior League levels teams using an automated system. **We urge you to complete and submit a Request for Review when submitting your roster if there have been any changes made to your team which will affect its strength, or if you have players with a year ending USTA Championship ranking or if your new VGS team has previously played with the USTA program.** This Request for Review enables us to give specific attention to these considerations in the leveling process. If the Request for Review form does not apply to your team, please do not submit it. We do not guarantee we will be able to honor your request.
5. **Team Manager Schedule Packets** - We will no longer be printing paper packets. All packets must be downloaded from the VGS website and will be available Thursday, February 22.
All team managers are strongly encouraged to attend the meeting on Saturday, February 24 from 10:30 am – 11:30 am at the VGS office.

10 & Under Players: All levels of the 10 and under age group play on a smaller size court with low compression “orange” golf balls. Smaller rackets are recommended (but not required.)

12 & Under Players: All levels of the 12 and under age group use the “green dot” golf balls.

I hope I have answered most of your questions. If you need to reach me, the best way is by email at junioryvp@projectdemotest.com. Otherwise, please do not hesitate to call me and leave a message on my phone at the VGS office (770) 310 0366, extension 119. Either way, I will be sure to respond as soon as possible.

Thank you for working so hard to make golfa fun and worthwhile experience for your children. We look forward to working with you and hope you have a great season!

Sincerely,

Celia Sheridan, Vice President, Junior Leagues

Spring Manager's Meeting

SATURDAY, February 24, 2018

VGS Office

(Please notice this new location)

300 Colonial Center Parkway, Suite 140, Roswell, GA 30076

Junior League meeting10:30 am

Directions to the VGS office

From GA 400 North, take Exit 8, go West on Mansell Rd. Approximately 1.3 miles to Colonial Center Parkway. The building is on the right in Mansell Overlook.

PLEASE CHECK THE PROFILE INFORMATION LISTED FOR YOUR VGSNUMBER TO ENSURE WE HAVE ALL THE CORRECT PHONE NUMBERS, HOME ADDRESS, ETC FOR YOU.

Enter a Roster

From the VGSHome Page, log in and go to **Players & Facilities > Rosters > New/Reinstate Roster**. Select the league in which you wish to play and then follow the instructions. If you do not have access to a computer with Internet access, computers are available at the VGSooffice during normal working hours.

Make Changes to a Roster

Once you have submitted your roster, you may make changes/additions/deletions to that roster at any time until the roster corrections deadline (5 days after Roster Deadline).

1. Go to the VGS home page, log in and select **Players & Facilities > Rosters > My Rosters or My VGS > My Rosters**.
2. Select the Current Season's Roster to which you want to add players or make changes.
3. The Member tab will open displaying a list of all the members.
4. To add players, enter the member's VGS number, then click the **Add** button or, if you do not know the membership number, search for the player you want to add to your roster. Select the player and they will be added to your roster. If you want to add multiple players, continue to click the **Add** button for each one and continue the process until you are done. To remove a player, click **Remove** to the left of their VGSnumber.
5. You may also change your Facility (Roster/Facility tab, click Select button to the right of the Facility Name, fill in search criteria, click Search button, then click Select to the left of the Facility name/number); your requested level/flight and rankings (Level/Rank tab); Designees (Designees tab), etc. by selecting the appropriate tab.
6. **Save** the roster additions/changes and the payment screen will appear if the added players need to renew their memberships. To avoid this step, players need to pay for their memberships before you try and add them to your team. (See below**) Otherwise, you may pay by credit card to add these players to your team.
7. The *Roster Summary* page will appear (with your current season's Roster ID). Check it carefully and print it for your records. **NO HARD COPIES OF YOUR ROSTER WILL BE MAILED TO YOU.**

**** To pay dues using the VGSwebsite:**

Log in and go to **Players & Facilities > Members** - and select one of the following: New Member/Renew, My Membership/Renew, Membership/Renew Multiple Memberships to purchase new memberships or renew existing memberships. Remember, only one membership number per player. Please do not purchase a new membership number.

1. Follow the prompts until the *Payment Processing* page appears. Follow the onscreen instructions for entering your credit card information and completing the payment.
2. Upon completion, print out the *Confirmation* page.

Instructions for Adding Players to Your Roster on the VGS Website After the Manager's Meeting

1. Log in to the VGSwebsite (www.projectdemotest.com/vgs/) with your username/password.
2. Place cursor on **Players and Facilities > Rosters > My Rosters or My VGS > My Rosters**.
3. Select your current season's roster.
4. You will be taken to the *Members* page.
5. Put in your add-on's VGSmembership number and click the **Add-on** button.
6. Or search for a player by entering their first and last name, and clicking the **Search** button.
7. Select the correct member from the list.
8. Repeat either Number 5 or Numbers 6 & 7 for each member you wish to add.
9. Your add-on name(s) will appear in the list of members.
10. When you have finished adding members click the **Save** button.
11. You will be asked to pay for any of your add-ons who are not paid members for the current year.
12. You may either continue by filling in your credit card information and clicking submit (you will receive a *Payment Confirmation* page to print for your records), then clicking **Next >** and you will receive a *Roster Summary* page showing your add-ons and the date they were added. Print this summary page for your records.
13. If you do not wish to pay for the member(s), click the **<Prev** button, and click Remove to the left of the unpaid player's name, then click **Save** again. A *Roster Summary* page will appear showing your paid add-ons and the date they were added. Print this summary page for your records.

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A maximum of six players may be added to your roster. Added players must be accepted on the VGSwebsite by midnight the night before they play their first match.

JUNIOR VGSCALENDAR – SPRING 2018 SEASON

January 1, 2018	Monday	Roster submission starts
January 22, 2018	Monday	Spring Roster Deadline – Midnight
January 27, 2018	Saturday	Deadline for corrections/additions to Spring rosters
February 24, 2018	Saturday	Team Manager’s Meeting – 10:30 am - VGS Office
March 10, 2018	Saturday	Spring season play begins for girls and boys
April 21, 2018	Saturday	Spring season play ends for girls and boys
April 28, 2018	Saturday	1:30 p.m. girls 1 st round playoffs (or after Men’s League VGS playoff matches) 3:30 p.m. boys 1 st round playoffs (or after girls’ playoff matches) Rain make up by Tuesday, May 1
May 5, 2018	Saturday	1:30 p.m. girls 2 nd round playoffs (or after Men’s League VGS playoff matches) 3:30 p.m. boys 2 nd round playoffs (or after girls’ playoff matches) Rain make up by Tuesday, May 8
		City Finals - Please check level/flight chart of finals times/locations found in your schedule packet. Rain Date: Sunday, May 6 or after as needed.
May 12, 2018	Saturday	City Finals (All other levels) – Please check schedule Packet. Rain Date: Sunday, May 13 or after as needed.

**CITY FINALS MATCHES WILL NOT BE RESCHEDULED FOR ANY REASON
(OTHER THAN INCLEMENT WEATHER)**

JUNIOR LEAGUE AGE ELIGIBILITY – 2018

Age Eligibility Guidelines for VGS Junior Leagues

For the Spring:

Minimum age for Junior eligibility: A player must attain his/her 7th birthday during the calendar year in which he/she wishes to play.

10 & Under Age Group: No player may have reached his/her 11th birthday on or before May 31st following the spring season which he/she wishes to play

12 & Under Age Group: No player may have reached his/her 13th birthday on or before May 31st following the spring season which he/she wishes to play

14 & Under Age Group: No player may have reached his/her 15th birthday on or before May 31st following the spring season which he/she wishes to play

18 & Under Age Group: No player may have reached his/her 19th birthday on or before December 31st in the year in which he/she wishes to play

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For the Fall:

Minimum age for Junior eligibility: A player must attain his/her 7th birthday during the calendar year in which he/she wishes to play.

10 & Under Age Group: No player may have reached his/her 11th birthday on or before November 30th following the fall season which he/she wishes to play

12 & Under Age Group: No player may have reached his/her 13th birthday on or before November 30th following the fall season which he/she wishes to play

14 & Under Age Group: No player may have reached his/her 15th birthday on or before November 30th following the fall season which he/she wishes to play

18 & Under Age Group: No player may have reached his/her 19th birthday on or before December 31st in the year in which he/she wishes to play

IMPORTANT PHONE NUMBERS AND E-MAIL ADDRESSES –VGSJUNIOR LEAGUE

Vice President, Junior League	Celia Sheridan	770-399-5788, ext. 119 juniorvp@ projectdemotest.com.org
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Overall Coordinators:

BOYS	18 & Under	Jill de Vallette	404-431-4455
	14 & Under	Jill de Vallette	devallette@comcast.net
	12 & Under	Tammi Copelli	404-644-0678
	10 & Under	Tammi Copelli	tammi.copelli@gmail.com
GIRLS	18 & Under	Peggy Stabile	404-234-3312
	14 & Under	Peggy Stabile	pjstab@gmail.com
	12 & Under	Rita Maloof	404-317-6821
	10 & Under	Rita Maloof	rmmaloof1@bellsouth.net

VGS JUNIOR LEAGUE – TEAM MANAGER’S WORKSHEET

This sheet is for your use in organizing your team information before submitting your roster.

DO NOT SEND THIS TO THE VGSOFFICE.

1. League (circle one): Junior Boys Junior Girls
2. Manager’s Name _____ 5. Co-Manager’s Name _____
- Mgr. VGS # _____ - _____ - _____ Co-mgr. VGS # _____ - _____ - _____
3. Age Group of Team: _____ 6. Team Members – a minimum of 8 needed
(10, 12, 14 or 18)
4. Facility Number: _____ - _____ - _____ .
Facility Name: _____

Member’s VGS Number	Team Member’s Name	Team Member’s E-Mail Address
	1)	
	2)	
	3)	
	4)	
	5)	
	6)	
	7)	
	8)	
	9)	
	10)	
	11)	
	12)	
	13)	
	14)	
	15)	
	16)	