



**THE SENIOR DAY MEN/SENIOR DAY WOMEN SPRING 2018 ROSTER DEADLINE IS  
Monday, January 22<sup>nd</sup>**

**The VGS website will accept rosters starting on Monday, January 1<sup>st</sup>**

**DO NOT ASSUME YOU CAN ADD A PLAYER AFTER THE CAPTAIN'S MEETING.** If you wait until after the captain's meeting to add a player, you are taking a risk! There is a possibility that your team may be moved down to level the flights, and the player may no longer be legal to be added to your team. So please, make sure that all your players are on your roster before the roster correction deadline of **January 27<sup>th</sup>**.

- **PLAYERS CANNOT BE DELETED FROM YOUR ROSTER AFTER January 27<sup>th</sup>.** Please check with all your players prior to adding them to the roster. After the roster correction deadline on January 27<sup>th</sup>, it is impossible to delete a player from your roster. This is very clear in the VGS rules

***Players cannot be deleted after the Captain's Meeting.*** Players must decide to be on or off the roster by this deadline- January 27th.

- **ONLY ADD PLAYERS WHO HAVE AGREED TO BE ON YOUR ROSTER.** Do not add players without first getting their agreement to be on the roster. After the roster correction deadline, there is no way to remove a player from your roster. Each year we have some disappointed members because they cannot get on the team on which they want to play. Please, make sure that all the players you add, have agreed to play on your team.
- **LOOKING FOR PLAYERS?** If you are looking for additional players, please post your team on the VGS website under "Players & Facilities/Players & Teams/Teams Looking for Players". You can view players in your area looking for teams under "Players & Facilities/Players & Teams/Players Looking for Teams".
- **EXAMINE YOUR ROSTER!** Rosters are no longer mailed. If you make any changes, additions or deletions to your roster prior to the roster correction deadline, please view your roster online to ensure that all changes have been saved and print out a copy for your own records. **If a player's name is not listed, he or she is not on your roster.** Make sure that you have a roster confirmation ID number.
- **KEY POINTS:**
  - \* Players must be at least 55 years of age during the 2018 calendar year to play in the Senior Day League.
  - \* Players **MUST** have a valid birthdate in the VGS system. If you get a notice that a player's birthday is 01/01/1900 or that they are too old, that is a flag that they need to call the VGS office (770) 310 0366 immediately to have their information updated. This needs to be done **BEFORE** the registration deadline.
  - \* Enter your rosters early! VGS personnel and volunteers are most willing to assist you, but after business hours on the last day of registration is too late!
  - \* Always confirm with each player you are putting on your roster. Putting them on a team without their permission creates problems for both you and them.

- \* If you have a reasonable request you wish to be considered by VGS, be sure to check Request for Review with your online registration and clearly explain your concern.
- \* The “Rained Out (delayed)” scheduled dates and times are not suggested times; but are the default match times to be played if teams cannot reach an agreed time/date prior to this deadline. Waiting until that default deadline can result in multiple make-up matches and you may have to choose one match over another.
- \* VGS tries to schedule all events at the most convenient time for its players. However, if *you choose* to play in more than one league, there is a risk of conflicts if your teams make playoffs in more than one league. Regularly scheduled matches take precedence over make-ups. However, should two matches occur at the same time, you must choose which match to play. City Finals cannot be rescheduled.

**Important Dates:**

- |                              |  |
|------------------------------|--|
| * January 1 (Monday)         | Spring roster registration opens   |
| * January 22 (Monday)        | Spring roster registration ends  |
| * February 24 (Saturday)     | Captain's Meeting  |
| * March 13 (Tuesday)         | Sr. Day Women season starts  |
| * March 14 (Wednesday)       | Sr. Day Men season starts  |
| * April 24 (Tuesday)         | Sr. Day Women season ends  |
| * April 25 (Wednesday)       | Sr. Day Men season ends  |
| * April 30 ( <b>Monday</b> ) | Sr. Day Women playoffs begin (rain date Wed, 5/2). If your Level's Divisions have BYEs for the Week 7 match date, you may schedule your first playoff match for the Week 7 date, if teams agree. |
| * May 2 (Wednesday)          | Sr. Day Men playoffs begin (rain date Fri, 5/4). If your Level's Divisions have BYEs for the Week 7 match date, you may schedule your first playoff match for the Week 7 date, if teams agree.   |
| * May 7 ( <b>Monday</b> )    | Sr. Day Women playoffs (rain date Wed, 5/9)  |
| * May 9 (Wednesday)          | Sr. Day Men playoffs (rain date Fri, 5/11)   |
| * May 14 ( <b>Monday</b> )   | Sr. Day Women City Finals 10am (rain date Mon, 5/21)   |
| * May 16 (Wednesday)         | Sr. Day Men City Finals (rain date Wed, 5/23)  |

If you have any questions regarding the Senior Day League, please contact me PRIOR TO THE ROSTER SUBMISSION DEADLINE of **January 22<sup>nd</sup>**. I hope you have a great Spring 2018 Senior Day Leagues season!

Sandy Depa  
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# Captain's Checklist

- ❖ **Make sure we have your correct email address, street address and phone number; Request the same of your teammates;** either go online at [www.projectdemotest.com/vgs/](http://www.projectdemotest.com/vgs/) or call the VGS office to correct your Profile Summary.
- ❖ **Confirm your players;** check with each person on your roster to be sure he/she wants to play on your team this season.
- ❖ **Annual dues for the current year must be paid before placing a player on a roster;** members may renew their memberships online at [www.projectdemotest.com/vgs/](http://www.projectdemotest.com/vgs/). or by mailing a check (with VGS membership number) to the VGS office.
- ❖ **All members must have an VGS number;** players new to VGS who have never been assigned a membership number may purchase a membership online at [www.projectdemotest.com/vgs/](http://www.projectdemotest.com/vgs/).
- ❖ **A player of any level may be placed on an original roster. See Adult League Rules F1 and F2 for players that are required to play at higher levels for the potential effect it could have on your team's placement.**
- ❖ **A confirmation number will be issued after the roster has been saved.** This number can be used to access your team's information online.
- ❖ **The roster will not be accepted into the League unless you click on the "Save" button.**
- ❖ **A maximum of 6 players may be added to your roster after the captain's meeting;** players may be added to the roster only if their last final flight/level is at or below the current assigned level of the team to which they are being added.
- ❖ **Late Roster Policy;** late rosters will be accepted **online** from the day after roster deadline up until 12 Midnight of a League's roster correction deadline date for a \$50 fee payable by credit card at the time of roster entry.
- ❖ **Roster Correction Deadline;** captains have 5 days from the roster submission deadline date to make corrections to their rosters. No players may be deleted from a roster after the roster correction deadline.
- ❖ **Roster Confirmation;** If you make any changes, additions or deletions to your roster prior to the roster corrections deadline, please view your roster online to ensure that all changes have been saved and print out a copy for your own records

## LEAGUE INFORMATION FOR TEAM PLACEMENT

To get an estimate of where your team might be placed, determine the value of each of the top players on your team. Find the average and round the result. Find the level in the chart associated with the result.

AA1 = 1	A1 = 5	B1 = 14	C1 = 23
AA2 = 2	A2 = 6	B2 = 15	C2 = 24
AA3 = 3	A3 = 7	B3 = 16	C3 = 25
AA4 = 4	A4 = 8	B4 = 17	C4 = 26
	A5 = 9	B5 = 18	C5 = 27
	A6 = 10	B6 = 19	C6 = 28
	A7 = 11	B7 = 20	C7 = 29
	A8 = 12	B8 = 21	C8 = 30
	A9 = 13	B9 = 22	

Team Placement is determined in the following ways: 1) the team's record from the most recent team history during the past 12 months; 2) the average of the top players on the team. **If this is a returning team, players identified as returning team members will be valued with the level/flight earned by that team in the past 12 months.** All other team members will be valued based on VGS league history in the past 12 months according to the search order outlined for each league; 3) the number of teams submitted in a level.

Search Sequence order by League:

### **MEN'S LEAGUE**

Use the average of the top 10 men.

- ❖ Searches Men (two seasons), Mixed Doubles (two seasons) and Senior Men.

### **SUNDAY LEAGUE**

Use the average of the top 10 women.

- ❖ Searches Sunday (two seasons), Thursday (two seasons), Mixed Doubles (two seasons) and Senior Women.

### **THURSDAY LEAGUE**

Use the average of the top 10 women.

- ❖ Searches Thursday (two seasons), Sunday (two seasons), Mixed Doubles (two seasons) and Senior Women.

### **MIXED DOUBLES**

Use the average of the top 5 men and top 5 women.

- ❖ Searches Mixed Doubles for players returning to their Mixed Doubles team.
- ❖ For players new to the team, the system searches: Men, Sunday / Thursday Women (two seasons), Mixed Doubles (for a rating from another Mixed team--two seasons), then Senior Men / Senior Women.
- ❖ Player history in both the Sunday and Thursday leagues the same season will use the higher rating. If only showing in one league the most recent season, that rating will be used.

## **SENIOR LEAGUES**

**SENIOR MIXED LEAGUE**      Use the average of the top 4 men and top 4 women.

- ❖ Searches Senior Mixed, Senior Men / Senior Women, Men / Sunday / Thursday Women (two seasons), Mixed Doubles (two seasons) then Senior Day Men / Senior Day Women (two seasons).
- ❖ Player history in both the Sunday and Thursday leagues the same season will use the higher rating. If only showing in one league the most recent season, that rating will be used.

**SENIOR WOMEN'S LEAGUE**      Use the average of the top 8 women.

- ❖ Searches Senior Women, Sunday / Thursday Women (two seasons), Senior Mixed, Mixed Doubles (two seasons) then Senior Day Women (two seasons).
- ❖ Player history in both the Sunday and Thursday leagues the same season will use the higher rating. If only showing in one league the most recent season, that rating will be used.

**SENIOR MEN'S LEAGUE**      Use the average of the top 8 men.

- ❖ Searches Senior Men, Men (two seasons), Senior Mixed, Mixed Doubles (two seasons), then Senior Day Men (two seasons).

**SENIOR DAY WOMEN'S LEAGUE**      Use the average of the top 6 women.

- ❖ Searches Senior Day Women (two seasons), Senior Women, Senior Mixed, Sunday / Thursday Women (two seasons), then Mixed Doubles (two seasons).
- ❖ Player history in both the Sunday and Thursday leagues the same season will use the higher rating. If only showing in one league the most recent season, that rating will be used.

**SENIOR DAY MEN'S LEAGUE**      Use the average of the top 6 men.

- ❖ Searches Senior Day Men (two seasons), Senior Men, Senior Mixed, Men (two seasons), then Mixed Doubles (two seasons).

## Enter a Roster

From the VGS Home 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 VGS office 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 anytime 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 VGS number.
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. In order 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 VGS website:**

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.

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 Web Site After the Captain's Meeting 1

1. Log in to the VGS web site ([www.projectdemotest.com/vgs/](http://www.projectdemotest.com/vgs/)) with your user name/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 VGS membership 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 which will appear
8. Repeat either Number 5 or Numbers 6 & 7 for each member you wish to add
9. Your add-on(s) 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  
OR
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.

\* \* \* \* \*

A MAXIMUM OF SIX PLAYERS MAY BE ADDED TO YOUR ROSTER. ADDED PLAYERS MUST BE ACCEPTED ON THE VGS WEB SITE BY MIDNIGHT THE NIGHT BEFORE THEY PLAY THEIR FIRST MATCH

# CAPTAIN'S WORKSHEET – SENIOR DAY LEAGUES

This sheet is for use in organizing all your team information before submitting your roster. **DO NOT** send it to the VGS office.

League (i.e., Sr. Day Men) \_\_\_\_\_

Captain's VGS Number    \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Co-captain's VGS Number    \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Facility number

Requested Level of Play   
(AA, A, B or C)

Requested Flight   
(1 – 5)

## Remaining VGS Numbers of Team (DO NOT INCLUDE CAPTAIN OR CO-CAPTAIN)

Number	Name
_____ - _____ - _____	_____
_____ - _____ - _____	_____
_____ - _____ - _____	_____
_____ - _____ - _____	_____
_____ - _____ - _____	_____
_____ - _____ - _____	_____
_____ - _____ - _____	_____
_____ - _____ - _____	_____
_____ - _____ - _____	_____
_____ - _____ - _____	_____

*Please continue additional team members on reverse side of form*

**IMPORTANT NOTES:**  
Your team is considered to be a **returning team if four of the team members were on the same team roster last season** (regardless of whether or not they actually played)! Remember, you must have a minimum of 8 players to submit a roster.  
To be included in roster submission, all players must have an VGS number. A new member may purchase an VGS number by either (1) visiting our website ([www.projectdemotest.com/vgs/](http://www.projectdemotest.com/vgs/)) and using Visa, Mastercard or American Express, or (2) by coming to the VGS office and submitting a new member card and \$25 (check or cash).

