



TO: Thursday Women's League Team Captains
FROM: VGS Golfers
RE: Spring 2018, Season

Website Open for Roster Submission –2018

Captains' Meeting – 2018

Captains' Schedule Packets for the spring season may be downloaded from the VGS website (www.projectdemotest.com/vgs/). There will be NO packets at the Captains meeting!

This packet is designed to help with the process of submitting a roster for the Spring 2018 season via the VGS website. You may also refer to the website for the instructions to add a player to your roster and to enter your scorecard, among other things. To access these instructions, please log onto the website and select Quick Links >Access League Documents and Instructions.

Players will receive an email from VGS stating they have been placed on your team's roster. This will occur only if there is a current email address in VGS's system.

- 1) **CONFIRM PLAYERS: DO NOT INCLUDE ANY PLAYER ON YOUR ROSTER UNLESS YOU HAVE PERSONALLY CONFIRMED THAT SHE WANTS TO BE ON YOUR TEAM!!!!** (Please do not rely upon a statement made by anyone other than that player. This will give players who wish to be on another team's roster the ability to make that change. **Players remaining on your roster after the roster correction deadline cannot be removed from your roster nor can they play on another team within the same league. NO EXCEPTIONS!**)
- 2) **MINIMUM PLAYERS ON ROSTER:** You must have a minimum of **12 paid** players for your roster to be accepted.
- 3) **MEMBERSHIP DUES FOR 2018:** The system will not accept any member on your roster who has not paid her 2018 membership dues. Players new to VGS, those who have never been assigned a number, may purchase a membership online at www.projectdemotest.com/vgs/ with a credit card, or go to the VGS office with cash or check. A membership number will be issued. Obtaining an VGS membership number/card establishes VGS membership - it does not place a player on a roster.
- 4) **SUBMIT ROSTER VIA THE VGS WEBSITE BEGINNING JANUARY 1, 2018: *Be smart – submit your roster early.*** With the membership numbers of all team members, you will enter your roster on the website. After ***saving*** your spring roster, please examine the roster summary page carefully noting the new confirmation number and making sure ALL information is correct. If a correction is required or desired, it must be made at this time via the VGS web site before the corrections deadline (go to My VGS then My Rosters). If a player's name is not listed on the roster summary page, that player is ***not*** on your roster. No hard copy of your roster will be mailed.

- 5) **THE DEADLINE FOR SUBMITTING YOUR ROSTER IS MIDNIGHT, JANUARY 22, 2018.** Late rosters – with a \$50.00 late fee -- will be accepted on line between January 23 and midnight January 27, 2018.
- 6) **ROSTER CORRECTION DEADLINE:** The deadline for making corrections to your roster is midnight **Saturday, January 27, 2018.** Please make any additions or deletions that are necessary before this date. After saving your changes, print a revised copy of your roster for your records. To make corrections to your already entered spring roster, select My VGS then My Rosters and select the spring '18 roster.
- 7) **TEAM PLACEMENT:** Team placement is the subject of our most frequently asked questions. Each player on your roster brings forward a value earned during the previous season. This value is adjusted for both winning teams and losing teams. Adding a member to your roster whose most recent final level is greater than your own team's level (perfectly legal) may impact your team's final placement. Final Levels for all members may be confirmed on the VGS website under: Players & Facilities>Member>Search. Find the member you want and select Player History. If you are adding a player without a Thursday Women's League history, then you will need to search that player's level from other leagues. The VGS computer averages the values of the 10 highest rated women. **Please refer to the enclosure titled "LEAGUE INFORMATION FOR TEAM PLACEMENT" in the Captain's Checklist. Use the Thursday Women's League information to assist you in calculating your team's placement.**
- 8) **REQUEST FOR REVIEW:** If there are any special circumstances which should be considered in placing your team, please complete a Request for Review.

We do not know the level of any team until assigned placement is completed just before the Captains' Meeting.

After reviewing this information, if you still have questions, please contact the Overall Coordinator assigned to your current level.

Enclosures

- Captain's Checklist
- Instructions for Submitting a Roster
- Captain's Worksheet

Adult Rules may be found on the Documents Page.

Remember, VGS Golfer is a recreational Golfer organization scheduling un-officiated league play. A high standard of sportsmanship is expected from each VGS member.

If you have questions concerning the Thursday Women's League e-mail one of the Overall Coordinators listed below, or me. The VGS office staff will answer questions about VGS memberships but are not authorized to answer questions about specific leagues.

The VGS office has moved! As of November 27th, the VGS office will be located at 300 Colonial Center Parkway, Suite 140, Roswell, GA 30076.

The Overall Coordinators for the Thursday League.

AA - A Overall Coordinator	Debbie Gaster	debgaster@aol.com	678-697-9093
B1 – B4 Overall Coordinator	Keri Beck	keribeck@aol.com	770-495-8280
B5 – B8 Overall Coordinator	Leslie Gersack	bgersack@comcast.net	404-932-9456
C1 – C8 Overall Coordinator	Michelle Ruiz	ruizGolf@bellsouth.net	770-366-3972

VP, Thursday Women's League	Jane Milton	thursdayvp@projectdemotest.com	770-399-5788 x 118
-----------------------------	-------------	--	--------------------

[/vgs/](#)

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/ 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/. 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/.
- ❖ **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/) 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

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., Mixed Doubles, Men, Sunday Women, Thursday Women) _____

Captain's VGS Number _____ - _____ - _____ Captain's Name _____

Co-captain's VGS Number _____ - _____ - _____ Co-captain's Name _____

Facility number Facility Name _____

Requested Level of Play Requested Flight
 (AA, A, B or C) (1 - 9)

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

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

Please continue additional team members on next page

FOR 1. and 2. BELOW, PLEASE CHECK - VGS GENERAL RULES, I.F.

1. Are there any **current** Div. I College Players (as defined in Rule I.F.) on your roster? (You must play at the AA level.) Yes _____ No _____
2. Are there any **current** non-Div. I College Players? (You must play no lower than A level.) Yes _____ No _____
3. Are there any **current** unranked high school players on your roster (You must play no lower than B level.) Yes _____ No _____

IMPORTANT NOTES:
 Your team is considered to be a **returning team** if **six of the team members (for Mixed Doubles 3 men/3 women) were on the same team roster last season** (regardless of whether or not they actually played)!
 Remember, you must have the minimum number of players required for your league to submit a roster (see Adult Rules I.E.). To be included in roster submission, all players must have an VGS number and be paid for the year in which the team will be playing. A new member may purchase an VGS number by either (1) visiting our website (www.VGSGolfer.org) 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).

Number

Name

-	-	
-	-	
-	-	
-	-	
-	-	
-	-	
-	-	
-	-	
-	-	
-	-	
-	-	
-	-	
-	-	
-	-	
-	-	
-	-	
-	-	
-	-	
-	-	
-	-	
-	-	
-	-	
-	-	
-	-	
-	-	
-	-	
-	-	
-	-	
-	-	
-	-	
-	-	
-	-	
-	-	
-	-	
-	-	
-	-	
-	-	
-	-	
-	-	
-	-	
-	-	
-	-	
-	-	
-	-	

AT COMPLETION OF ROSTER ENTRY,
YOU WILL RECEIVE A CONFIRMATION NUMBER. ENTER IT HERE: **Worksheet adults**