



Roster Deadline

Website Open for Roster Submission

Captains' Meeting – Time and Location To Be Determined Captains' Schedule Packets for the Spring Season may be downloaded from the VGS website (www.projectdemotest.com/vgs/) on . 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 look on VGS's home page for instructions on the following: adding a player to your roster and instructions for submitting a roster. These instructions are found under League Documents and Information.

Each player placed on a roster will receive an email from VGS stating which roster they are on. This will occur only if they have 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 the player 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 play. **Players remaining on your roster after the roster correction deadline cannot be removed from your roster nor can they play on another team. 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 2018 membership dues. Players **new to VGS** 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 which you will need (with the membership numbers of your other teammates) to enter your team roster on the VGS web site. 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 2018.**
- 5) **THE DEADLINE FOR SUBMITTING YOUR ROSTER IS MIDNIGHT, MONDAY, JANUARY 22, 2018.** Late rosters -- with a \$50.00 late fee -- will be accepted online .
- 6) **ROSTER CONFIRMATION:** No hard copy of your roster will be mailed out. 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 via the VGS web site before the correction deadline.
- 7) **ROSTER CORRECTION DEADLINE:** The deadline for making corrections to your roster is midnight, **January 27, 2018.** After saving your changes, print out your revised roster for your records.
- 8) **TEAM PLACEMENT:** Team placement is the subject of our most frequently asked questions. Each player on your roster brings forward a score earned during the previous season. This score is adjusted for both winning teams and losing teams . A player may verify her final level on the V G S website under : Players & Facilities>Members>Search. Find the member you want and click on Play History . The VGS computer

Spring 2018

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 Sunday Women's League, please call or e-mail one of the Overall Coordinators listed below, or me. The VGS office staff will answer questions about VGS membership but is not authorized to answer questions about specific leagues.

All captains are encouraged to attend, review new rule changes, and ask questions. All captains will be held accountable for the information shared at this meeting as well as the information printed in the General Rules and Captain's Handbook. Schedules and a Captain's **Schedule Packet** will be **available on line two days prior to** the Captains Meeting. Please review the materials provided with your schedule and come prepared with your questions. **ATTENDANCE IS MANDATORY FOR NEW CAPTAINS.**

The Overall Coordinators and I look forward to seeing you there.

Enclosures

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

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.

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:

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

SENIOR LEAGUES

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.

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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