1) New and previous members must register each season. To become an active “Member”, everybody must complete the registration process and pay the appropriate annual fee in full.

2) There are two methods of completing the registration:
   a) Returning Member or Guest – Log-in with existing user-id and password, then click “Register” on main menu. The Application Form will display with fields pre-filled with your profile information. Verify and update the fields, then submit it along with the fee payment per the instructions on the form.
   b) New Applicants – Fill-in required data lines on the LVG Membership Application form and submit it along with the fee payment per the instructions on the form.

3) Once the LVG registration is completed you will receive notification that your membership is activated. New members will be provided with a username and password and instructed to log into the LVG website using this URL http://www.loudounvintagegolf.com/VintageGolf/index.php . The LVG Web User Guide is available under the Help menu button to help you navigate the LVG web system.

4) All members are encouraged to get familiar with the website as it is the primary communication of event participation and communicating with the Manager group and other members.

5) The important first step in using the LVG website is to select the “Profile” button on the Member menu bar after successfully logging in. Verify, select, and fill-in your appropriate profile information, and change your password to something more personal and memorable than the temporary issued password. Your role should be “Member” which sets you up for the Event scheduling and receiving automated emails.

6) Email of league related communications will be better managed when sent from members to the Manager group-email address of Admin@loudounvintagegolf.com. Workload will be shared across the Managers by subject matter. Add this LVG Manager Group email address to your contact list for future reference if needed. Also try to use a keyword like LVG or Vintage Golf in the “Subject:” line; this helps separate and flag league related emails.

7) Members are encouraged to use the Contact Us button from the Member menu bar of the website which will automatically generate emails to the Manager Group. The Subject pull-down selections will help us sort out the workload.

8) Problems with Password and accessing or using website should be reported to the Manager Group email from Contact Us with the applicable Subject selection of “Website Assistance” or “Password Reset”. Provide your name, contact info, and description of the issue.

9) Golf rules of play – we are an informal, fun league so there aren’t many rules governing actual play. The groups can decide the level competitiveness within their groups prior to teeing off the day of the event. We do encourage a couple of guidelines that also improve the speed of play:
   a) Maximum strokes per hole is 3 over par
   b) Playing the ball as it lies is flexible within the groups but should be decided prior to tee time
   c) Mulligans should be decided within the group prior to tee time, but no more than 1 per nine holes

10) Out of bounds or lost balls should be recovered anywhere along the line of flight from point ball was struck and estimated point of no return. Loss of stroke without loss of distance. Provisional ball may be played but not necessary.

11) The LVG Speed of Play document can be accessed by clicking this title hyperlink and it will also be available from the website. Please make sure you are familiar with these suggestions. Some of the highlights are:
   a) Goal for pace of play is completing the round in 4 ½ hours
   b) Choose the appropriate tee box
   c) Play ready golf
12) Event/golf outing registration is accessible after you log into the website and select the Calendar button on the main menu bar, then click the REG icon for the desired event. Sign up for as many or few events as you like. The earlier you sign up, the better.

a) The deadlines for Event Registration are Friday 4:00 PM for Monday events, and Sunday 4:00 PM for Wednesday events.

b) Two notification emails will be sent to members from the website during the week of each event which will include: 1) initial announcement of the upcoming event with a reminder to sign up, and 2) the final group pairings with tee times. The timing of these notifications coupled with the deadline in (12.a) above, is balanced to provide ample time between the members and pro shop at the courses. We hope to automate the notifications soon and the target timeframes are:

i) Monday events – Initial Reminder 1 week in advance, Final Group Pairings announced in PM of prior Friday

ii) Wednesday events - – Initial Reminder 1 week in advance, Final Group Pairings announced in PM of prior Sunday

c) Event - Custom requests can be accommodated for adding guests and specifying paired members in a group

i) Guests – must be enrolled in the LVG system prior to being paired up with a member for any event. Sponsoring member must refer to web user guide section 2.4.2 for instructions. See the Preferred Grouping method below to pair a Guest to sponsor member’s group. Same deadline as (12.a) above. Repeat guests are limited to three times per season. Guests are encouraged to join the league if interested in more rounds.

ii) Preferred Grouping – LVG encourages mixing it up to meet new friends but will accommodate custom pairings. Refer to web user guide section 2.2.1.2 for instructions on how to pair up to 4 players to a group for any event. Same deadline as (12.a) above with no exceptions. Many events are shotgun starts where driving to/from the course with another member doesn’t really constitute the need to be in the same group.

iii) Cancellations – Refer to web user guide section 2.2.1.3 for the preferred method to use the web Event Calendar to De-register from the event in a timely fashion, hopefully prior to the tee-times email being sent. If you must cancel after the deadline in (12.a) above we strongly urge you to:

1. Notify the course pro shop at least one hour prior to first tee time
2. Notify at least one of your group members
3. De-Register from the event on the website Calendar

d) Final foursomes will be grouped by the system where the member’s pairing request is the primary factor. Shifting golfers between groups at the last minute at the course is discouraged. But if necessary, reach out to the event captain and/or course starter for assistance. The intent is to avoid larger groups preceding smaller groups and slowing down play.

13) We realize some of you may be reluctant to utilize email and/or the website, but the more automated we get, the more efficient we become. For those few; we urge you to setup a buddy system with another member who is “signed-in” and can register/pair you in their group and keep you informed, or as a last resort, you may email or call the event Captain or another manager to register you for events.

14) As this is a recreational group totally run by volunteers, please remember to treat fellow members with respect at all times.