

Loudoun Vintage Golf Club (LVGC)
Membership Information Sheet

- 1) Membership is open to senior men and women age 55 and over.
- 2) Soon after the registration is submitted you will receive notification that your membership is activated. New members will be provided with a username and password with instructions to log into the LVG website using this URL <https://www.loudounvintagegolf.com/VintageGolf/index.php> .
- 3) All members should familiarize themselves with the LVGC website. It is the primary method of communication for event participation and interfacing with the executive board and other members. The [LVG Web User Guide](#) is available under the Help menu button to help you navigate around the system.
- 4) The important first step in using the website is to select the “Profile” button on the Member menu bar after successfully logging in. Verify and edit your applicable 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 club related emails.
- 5) Members are encouraged to use the Contact Us button from the Member menu bar of the website to communicate with the Board. Use the Subject pull-down selections to help us sort out the workload across the Managers by subject matter. **If you have forgotten, or are otherwise experiencing Log In credential issues, first try clicking the RESET USERNAME/PWORD button on the User Login form.**
- 6) Club related emails may also be sent from members to the executive board’s group email address execboard@loudounvintagegolf.com. Add this 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 club related emails.
- 7) Golf rules of play – we are an informal, fun league so there aren’t many rules governing actual play. The individual 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
- 8) Out of bounds or lost balls should be played/dropped anywhere along the line of flight from point ball was struck and estimated point of no return. Loss of 1 stroke. Provisional ball may be played but not necessary.
- 9) 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
- 10) New and Returning members must register each season. To become an active “Member”, you must complete the registration process and pay the appropriate annual fee in full (see Registration Instructions document for more details):
 - 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** – Click “Register” on main menu and fill-in required data lines on the Membership Application form, then print and submit it along with the fee payment per the instructions on the form.

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- 11) 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 Individual Event Registration are Friday 4:00 PM for Monday events, and Sunday 4:00 PM for Wednesday events. Tournaments with Luncheon are usually 1 week prior to event.
 - b. Two notification emails will be sent to members from the website each week prior to all events 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 (above), is balanced to provide ample time between the members and pro shop at the courses. The target timeframes for these email notifications are:
 - i. Monday events – Initial Reminder at least 1 week in advance, and Final Group Pairings around 4 -5 PM of the prior Friday.
 - ii. Wednesday events – Initial Reminder at least 1 week in advance, and Final Group Pairings around 4 -5 PM of the prior Sunday.
 - c. Custom requests can be accommodated for selecting paired members in a group and adding guests. Refer to Event Sign-up section in the web user guide for detailed instructions.
 - i. Preferred Group Pairing – LVGC encourages mixing it up to meet new friends but will accommodate custom pairings. Same deadline as 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.
 - ii. Guests – When the season is open for guests, members may pair themselves with any of the generic members on our member list identified with the last name of "Guest". Host members will be responsible with communicating all event information to their guests.
 - d. Cancellations – 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 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
 - e. Final foursomes will be systemically grouped using the pairing request as 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.
- 12) 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 to register you for events.
- 13) As this is a recreational group totally run by volunteers, please remember to treat fellow members with respect at all times.