

CHALLENGE CUP 2024 - Roster Process

CLUB ROSTER PROCESS FOR SUBMISSION TO CC

1. Each club shall prepare and submit ONE continuous Roster Report from the FSGA GHIN Handicap System covering all of your players competing in the Challenge Cup Scratch Matches.
2. One Captain or Co-Captain of your club shall submit your club roster report in Excel file format via email to Lisa Ruch at: sportzpak@gmail.com
3. If the golf professional is submitting the roster for the Captain or Co-Captain, then he or she must certify in their email that the Captain(s) or Co-Captain(s) approved the roster and copy the Captain(s) and Co-captain(s) on their email with the roster submission.
4. The club roster MUST be run and dated on Thursday, March 7th, 2024
5. Export the file into Excel format only. No other formats will be accepted. Please use the following file naming convention:
Club Name – Roster 2024 (eg. Hunters Run – Roster 2024)
6. Edit your Roster file:
 - a) Ensure the March 7th, 2024 run date is on your roster
 - b) Delete all lines between your club name and the column headings
 - c) Delete Course Handicap, all network IDs and/or Local IDs, member #
 - d) Display only player Name and Index in order of index from low to high.
 - e) Delete any players names that you are excluding from your official roster for your team(s) by deleting that line of data in the Excel file
 - f) Where two or more players have the identical index (eg 13.2), you may list them in any order. They must play in the order that they are listed on the roster for the entire season.
 - g) Limit your roster to the following number of names unless you need to add more players due to illness, injury, player availability, etc.
 - For one team – 30 names or less
 - For two teams – 60 names or less
 - For three teams – 90 names or less
7. Your roster is deemed official once it is received by Lisa Ruch via email. Captain(s) or Co-Captain(s) are responsible to advise Lisa Ruch or Karen Varner no later than Sunday, March 10th, 2024 if their roster is posted incorrectly on the Challenge Cup website.