



27 SEP 2022

Weekday and Weekend Manual Tee Time Booking Procedure

NOTE: This procedure will be in effect **27 SEP 2022**. Please follow these rules: (i) Please ensure you are physically present and have your Club ID available for booking. (ii) Members will need to present at the club house or driving range. To make it fair for all members, **you cannot leave their cap or start a member pre-list and play golf prior to booking.** Booking cannot be done by proxy.

1. TUE, WED, THU, FRI MORNING Staggered Booking (15 tee time slots)

1.1. **Booking Time:** Previous Weekday TUE, WED, THU, FRI at 530AM respectively

1.1.1. **Location:** Pavilion near Tournament Office. Chairs are numbered.

1.1.2. **Instructions:** List of Names will be taken at **5:00 AM**. The slot booking will open at **5:30AM** for 15 tee time slots for each TUE, WED, THU, FRI of the following week. The KGA Staff will call members names for booking. Once 15 tee time slots are filled, remaining will be placed in the wait list.



2. **TUE, WED, THU, FRI AFTERNOON Staggered Start Booking (18 tee time Slots for each day)**
 - 2.1. **Booking Time:** Previous Weekday TUE, WED, THU, FRI at 9:00AM respectively (18 tee time Slots)
 - 2.1.1. **Location:** Upper Deck near Men's Restroom. Chairs are placed to manage the queue.
 - 2.1.2. **Instructions:** Player Names and tee locations will be taken at **9:00 AM each TUE, WED, THU, FRI** for 18 tee time slots for each day following week TUE, WED, THU, FRI afternoon staggered start. After 18 tee time groups are entered, the remaining will be placed in a wait list.

3. **Saturday MORNING Shotgun Booking (14 tee Slots)**
 - 3.1. **Booking Time-1:** Previous Week Friday 11PM (*11 tee Slots*)
 - 3.1.1. **Location:** Pavilion near Tournament Office. Chairs are numbered.
 - 3.1.2. **Instructions:** Player Names and tee locations preference, will be taken by Staff or representative at **11:00 PM FRI**, for 11 slots, for next week SAT morning shotgun. Members can book for either Sat or Sun, not both. When 11 slots are allocated, the remaining requests will be placed in the respective wait list.

NOTE: For prior Fri evening booking time, there will be an official pre-list started by Tournament Dept at 5pm.

 - 3.2. **Booking Time-2:** Previous Week Sat at 530AM (*3 tee Slots*)
 - 3.2.1. **Location:** Pavilion near Tournament Office. Chairs are numbered.



3.2.2. **Instructions:** List of Names will be taken at **5:00 AM**. The slot booking will open at **5:30AM** for 3 slots for next Sat and 3 slots for next Sun. The KGA Staff will call members names for booking. Members can only book for Sat. Once 3 slots are filled, remaining will be placed in the wait list.

3.3. **NOTE:** If there are no entries on SAT morning by 6:30AM. The previous day Fri waitlist names will be taken for the remaining slots in order received.

4. **SUNDAY MORNING Staggered Booking (18 tee time slots)**

4.1. **Booking Time-1:** Previous Week Friday 11PM (*14 tee time Slots*)

4.1.1. **Location:** Pavilion near Tournament Office. Chairs are numbered.

4.1.2. **Instructions:** Player Names and tee time preference, will be taken by Staff or representative at **11:00 PM FRI**, for tee times, for next week SUN Staggered Start. Members can book for SUN, not both SAT or SUN. When 14 slots are allocated, the remaining requests will be placed in the respective wait list.

NOTE: For prior Fri evening booking time, there will be an official pre-list started by Tournament Dept at 5pm.

4.2. **Booking Time-2:** Previous Week SAT at 530AM (*4 tee time Slots*)

4.2.1. **Location:** Pavilion near Tournament Office. Chairs are numbered.

4.2.2. **Instructions:** List of Names will be taken at **5:00 AM**. The slot booking will open at **5:30AM** for 4 tee time slots for next Sun. The KGA Staff will call members names for booking. Members can only book for SUN. Once 4 tee time slots are filled, remaining will be placed in the wait list.



4.2.3. **NOTE:** If there are no entries on SAT morning by 6:30AM. The previous day FRI waitlist names will be taken for the remaining slots in order received.

5. **SATURDAY AFTERNOON Shotgun Booking (15 tee Slots)**

5.1. **SAT Booking Time:** Previous Week Sat at 9:00AM (15 tee Slots)

5.1.1. **Location:** Upper Deck near Men's Restroom. Chairs are placed to manage the queue.

5.1.2. **Instructions:** Player Names and tee locations will be taken at **9:00 AM SAT** for 15 tee slots for next week SAT afternoon shotgun. When 15 groups are entered, the remaining will be placed in a wait list.

6. **SUNDAY AFTERNOON Staggered Start Booking (18 tee time Slots)**

6.1. **SUN Booking Time:** Previous Week SUN at 9:00AM (18 tee time Slots)

6.1.1. **Location:** Upper Deck near Men's Restroom. Chairs are placed to manage the queue.

Instructions: Player Names and tee locations will be taken at **9:00 AM SUN** for 18 tee time slots for next week SUN afternoon staggered start. After 18 tee time groups are entered, the remaining will be placed in a wait list.

sd/-

Adith Kumar Bhandari

Hon. Secretary