



# KGA Tee Booking, Game Format and PACE of Play Instructions

22 JAN 2023  
REV 1.4



# 1.KGA Weekday and Weekend Game Formats

## 1.1 Weekday MON Game Format

**Mondays, 545AM to 751AM**, will be reserved for 9 Hole games for our senior members 75 and above. Tee times will be given on a first come first play (FCFP) basis. Afternoon will be reserved for course maintenance.

## 1.2 Weekday TUE through FRI Game Format

1.2.1 The following table below shows the staggered start times and format for games from 1st Tee and 10th Tee that will be followed for weekdays, TUE, WED, THU and FRI.

*NOTE: From the 10th tee we will only have 9 hole games to, improve and better manage pace of play and to allow continuous games from 545AM to 6PM from the 1st Tee. The 10th tee starts and 1st tee starts maybe be swapped based on course committee evaluation of wear and tear.*

Tee1 Games			
TeeTime	Online/ Manual/ Other	Online Group Times	# in Online Group
5:45: AM	M		3
5:54: AM	O	5:54:00 AM	
6:03: AM	M		
6:12: AM	O	6:12:00 AM	
6:21: AM	M		
6:30: AM	MC SLOT		
6:39: AM	KSTDC		
6:48: AM	O	6:48:00 AM	
6:57: AM	M		
7:06: AM	KSTDC		
7:15: AM	O	7:15:00 AM	
7:24: AM	M		
7:33: AM	KSTDC		
7:42: AM	O	7:42:00 AM	
7:51: AM	M		
8:00: AM	O	8:00:00 AM	
8:09: AM	KSTDC		

Tee 10 Games (Nine Holes Only)	
Tee Time	Online/Manual/ Other
5:45: AM	M
5:54: AM	O
6:03: AM	O
6:12: AM	O
6:21: AM	M
6:30: AM	O
6:39: AM	M
6:48: AM	O
6:57: AM	M
7:06: AM	O
7:15: AM	Women 55+
7:24: AM	All 75+
7:33: AM	M
7:42: AM	O
7:51: AM	M



8:18: AM	O	8:18:00 AM	
8:27: AM	O	8:27:00 AM	
8:36: AM	KSTDC		
8:45: AM	O	8:45:00 AM	
8:54: AM	O	8:54:00 AM	
9:03: AM	O	9:03:00 AM	5
9:12: AM	O	9:12:00 AM	
9:21: AM	O	9:21:00 AM	
9:30: AM	O	9:30:00 AM	
9:39: AM	O	9:39:00 AM	
9:48: AM	M		
9:57: AM	O	9:57:00 AM	5
10:06: AM	M		
10:15: AM	O	10:15:00 AM	
10:24: AM	M		
10:33: AM	O	10:33:00 AM	
10:42: AM	M		
10:51: AM	O	10:51:00 AM	
11:00: AM	M		3
11:09: AM	O	11:09:00 AM	
11:18: AM	O	11:18:00 AM	
11:27: AM	O	11:27:00 AM	
11:36: AM	O	11:36:00 AM	
11:45: AM	M		
11:54: AM	M		
12:03: PM	Women 55+		
12:12: PM	75+		
12:21: PM	Tourist		
12:30: PM	O	12:30:00 PM	
12:39: PM	O	12:39:00 PM	
12:48: PM	O	12:48:00 PM	
12:57: PM	O	12:57:00 PM	
1:06: PM	O	1:06:00 PM	
1:15: PM	M		
1:24: PM	O	1:24:00 PM	
1:33: PM	M		
1:42: PM	O	1:42:00 PM	
1:51: PM	M		
2:00: PM	O	2:00:00 PM	



2:09: PM	M		
2:18: PM	O	2:18:00 PM	
2:27: PM	M		
2:36: PM	M		
2:45: PM	M		
2:54: PM	M		
3:03: PM	M		
3:12: PM	O	3:12:00 PM	6
3:21: PM	O	3:21:00 PM	
3:30: PM	O	3:30:00 PM	
3:39: PM	O	3:39:00 PM	
3:48: PM	O	3:48:00 PM	
3:57: PM	O	3:57:00 PM	
4:06: PM	<b>Junior</b>		
4:15: PM	M		
4:24: PM	M		
4:33: PM	M		
4:42: PM	M		
4:51: PM	<b>Junior</b>		
5:00: PM	<b>Junior</b>		
5:09: PM	FCFP		
5:18: PM	FCFP		
5:27: PM	FCFP		
5:36: PM	FCFP		
5:45: PM	FCFP		
5:54: PM	FCFP		
6:03: PM	FCFP		

1.2.2 For the blocked slots for our women (age 55+) members , Seniors (75+) and Juniors, atleast 3 out of 4 have to meet the criteria, else, the team will notify the tournament department and people from the waiting list will added accordingly.



### 1.3 Weekend Game Format

The Weekend game format will be Shotgun for both Saturday and Sunday. The tee allocations for Manual and Online booking are shown below.

SATURDAY MORNING			
Tee	Booking Type	Tee	Booking Type
1	MC	10	Manual
1A	Online	10A	Online
2	Online	11	KSTDC
2A	KSTDC	11A	Manual
3	Manual	12	Manual
3A	Online	12A	Online
4	Online	13	Online
5	Online	14	KSTDC
5A	Online	14A	KSTDC
6	Manual	15	Manual
6A	Online	16	Online
7	Manual	16A	Online
7A	Online	17	Online
8	KSTDC	17A	Online
9	Online	18	Online
9A	Online	18A	Manual

SATURDAY AFTERNOON			
Tee	Booking Type	Tee	Booking Type
1	Online	10	Manual
1A	Online	10A	Online
2	Online	11	Online
2A	Manual	11A	Manual
3	Online	12	Online
3A	Online	12A	Online
4	Online	13	Online
5	Online	14	Online
5A	Online	14A	Online
6	Manual	15	Manual
6A	Online	16	Online
7	Online	16A	Online
7A	Manual	17	Manual
8	Online	17A	Manual
9	Online	18	Online
9A	Manual	18A	Toursit

SUNDAY MORNING			
Tee	Book Type	Tee	Book Type
1	MC	10	Manual
1A	Online	10A	Online
2	Online	11	Manual
2A	KSTDC	11A	Manual

SUNDAY AFTERNOON			
Tee	Book Type	Tee	Book Type
1	Online	10	Manual
1A	Online	10A	Online
2	Online	11	Online
2A	Manual	11A	Manual



3	Manual		12	Manual
3A	Online		12A	Online
4	Online		13	Online
5	Online		14	KSTDC
5A	Online		14A	Manual
6	Manual		15	Manual
6A	Online		16	Online
7	Manual		16A	Online
7A	Online		17	Online
8	KSTDC		17A	Online
9	Online		18	Online
9A	Online		18A	Manual

3	Online		12	Online
3A	Online		12A	Online
4	Online		13	Online
5	Online		14	Online
5A	Online		14A	Online
6	Manual		15	Manual
6A	Online		16	Online
7	Online		16A	Online
7A	Manual		17	Manual
8	Online		17A	Manual
9	Online		18	Online
9A	Manual		18A	Tourist



## 2. Pace of Play

This Pace of Play Policy has been adopted to ensure competition rounds and casual rounds are played in an appropriate interval of time to make golf more enjoyable for everyone, by:

- Ensuring players keep pace with the group ahead and not fall Out of Position.
- Establishing 4:25 hh:mm as the target time for a 4-player group to complete an 18-hole casual and competition round from the White Tees.
- Introducing, educating and enforcing Ready Golf standards
- Monitoring of play and enforcing Rule of Golf 5.6
- Highlighting timesaving hints

A group or player is considered 'Out of Position' if they are exceeding the Target Times as listed below and or in Table 1.

### 2.1 Target Time: Course Pace Time 4:25 hh:mm as defined in Table 1

It is expected that all 4-ball competition rounds should be completed within 4:19 hh:mm in line with the timings provided in Table 1. A significant responsibility lies with the group to ensure they 'lead' the field at a suitable pace to achieve the target time. From time to time circumstances may negatively influence the actual time taken; yet all efforts should be made to meet the target time of 4:25 hh:mm and follow the timing allotted to each hole according to Table 1.

### 2.2 Target Interval Time: 9 Minutes for Casual Round / 10 Minutes for Competitive Round (9/10)

The starting interval time between groups is typically 9/10 minutes. It is expected that all groups will maintain an interval time of 9/10 minutes with the group ahead throughout the round. From time to time because of the course condition and design of the course circumstances (e.g. Par 3 holes) may cause the interval time to exceed 9/10 minutes; yet all efforts should be made to catch up with the group in front.

### 2.3 Target time to Make a Stroke – 40 seconds

It is recommended that a player make a stroke in no more than 40 seconds after s/he's turn commences and is (or should be) able to play without any interference or distraction. A player should be able to play more quickly than that and is encouraged to do so.



	Per Hole	Total Time
HOLE NO	hh:mm	hh:mm
1	0:13	
2	0:14	
3	0:14	
4	0:12	
5	0:17	
6	0:15	
7	0:15	
8	0:13	
9	0:17	
<b>BREAK</b>		<b>0:10</b>
10	0:12	
11	0:16	
12	0:13	
13	0:12	
14	0:17	
15	0:11	
16	0:15	
17	0:14	
18	0:16	
		<b>4:25</b>

TABLE 1: Allotted Target Times per hole (4 Ball Group)

The Total Target Time is 4 hours and 25 minutes and makes the below assumptions:

- Reasonable time for a drink / snack break.
- Time taken to walk in between holes.
- Playing the round on foot and without the use of Golf Carts.

## 2.4 Ready Golf (not applicable for Match Play Tournament format)

Rule 6.4b (2): Playing out of Turn in a Safe and Responsible Way (“Ready Golf”)

Players are both allowed and encouraged to play out of turn in a safe and responsible way, but a player

**SHOULD NOT PLAY OUT OF TURN TO GAIN AN ADVANTAGE OVER OTHER PLAYERS.**

Also, if a group is not keeping pace with the group ahead, it is expected that they will adopt Ready Golf until they have ‘caught up’ with the players ahead.





Quite simply, Ready Golf is a common-sense approach to play the ball when ready:

- Dismiss all honours;
- Don't wait for others before approaching the tee and hitting;
- Proceed to your ball as quickly as possible;
- Play the ball as soon as it is safe to do so.

Some golf rules and etiquette address the order of play and which player has the "honour". Observance of the honour came about as a show of politeness to one's playing partners. But out of politeness to **ALL** the golfers behind, the slow play problem requires that honours be abandoned if a group does not keep pace with the group ahead. Each player should play when ready, if doing so will not interfere with others, especially on the tee. Shorter hitters of the ball can often hit first, especially from the tee.

Please note that Ready Golf will not apply to Matchplay Competitions and is suitable for only Stroke Play Competition rounds and Casual Rounds.

## 2.5 Monitor and Enforce

Authorised Course Officials or Representatives will be a Tournament / Golf Committee Member or Course Marshal or Referee. They have been empowered by the relevant Committee to monitor and enforce this Policy.

A group's start times (casual or competitive round) will have been recorded with the Starter.

From time to time, authorised Course Officials will conduct Pace of Play monitoring. Using a Timesheet and/or Group Monitoring Sheet, the Course Official will observe, calculate and record as much of the following information as possible for players or group which are Out of Position:

- Actual tee time.
- Actual finishing times of periodic holes and at the 18th hole.
- Names of every player observed in each group.
- Calculate the interval times between each group.
- Calculate the Actual Round Duration of each group.

It is considered a group / player's responsibility to be attentive to their pace of play and not be caught Out of Position. Under no circumstances shall the player approach, confront or abuse the monitor.

The process for dealing with members or visitors who breach Rule 5.6 is as follows:



## 2.5.1 STAGE 1 – 1st Verbal Warning

Each player or team in any group that is in violation of the recommended pace of play will be issued a verbal warning by the Course Official. The verbal warning will request the player's or group's co-operation to improve their pace of play by being aware of the situation and, if necessary, modifying their behaviour and/or their group's behaviour. They will be informed that their pace of play is now being observed and that the player or group the first infraction has been recorded for being Out of Position.

## 2.5.2 STAGE 2 – Reprimand during Play

If a player or group is identified to be in breach of the pace of play policy despite the verbal warning (Stage 1), they can now be penalised. At this stage the player or group is verbally informed that this breach of the policy (despite the Stage 1 warning) will lead to one or more of the below reprimands (this can be enforced during play):

2.5.2.1 The player will receive a 2-shot penalty (or a loss of hole in Matchplay, or a 2-point deduction in Stableford) in the competition of the day.

2.5.2.2 For a casual round, the offending player or group will be asked to skip a hole(s) to be bought back into position, this can happen multiple times in a round OR;

2.5.2.3 As an alternate option to the above point, for a casual round, the offending player or group will be asked to stop play and remove themselves from the course.

2.5.2.4 Multiple breaches could lead to multiple instances of the stated penalties and / or escalation to Stage 3 for further penalty and disciplinary action.

## 2.5.3 STAGE 3 – Serious Breach and Disciplinary action

Gross misbehaviour and non-compliance with the Course Official, will allow the Course Official to now impose any of the below penalties for severe breach during play if the Players or Group refuses :

2.5.3.1 The player will not be able to book on the KGA Online/Manual Booking System for two (2) months.

2.5.3.2 The player is also put on a twelve (12) week probationary period. One (1) further offences in this period will be penalised in accordance with Stage 3.

2.5.3.3 Suspension from Club Tournaments (including League Tournaments) for a period of 6 (six) months.

2.5.3.4 Escalation to the Club Disciplinary Committee as an offense. The decision of the Committee or Course Official is final.

Please see TIME SAVER HINTS in Appendix - A



### 3. KGA Tee Booking Policy

Given Golf is a **gentleman's game** and a **game of sportsmanship**, we KGA members need to continue this to our procedures and systems, we use to manage and provide access to our Golf course. To make the system fair and equitable for all, the tournament sub-committee and managing committee has set the following protocols:

**3.1 Only member** shall use the KGA online tee booking system and manual booking to book a tee time.

3.2 Use of **machine automation (software or other)** to book tee time using KGA online tee time booking system is **NOT** permitted.

3.3 Use of **3rd party** to book tee time on behalf of member is **NOT** permitted.

3.4 Booking tee time from outside India is **NOT** permitted. Please notify Hon Secretary and Tournament Dept ([tour@kga.in](mailto:tour@kga.in)), and get permission if member is travelling outside India and has to book a tee time for the following week when she/he is back.

3.5 Audit logs with user, event and time-stamps are in place to monitor activity to ensure system is used fairly.

3.6 For morning manual booking, members are not allowed to start pre-lists before 4AM. Members shall not take advantage by staying late the previous evening and start lists before 4AM. For manual booking, Members have to use their Membership ID card to reserve a place in the queue. No other identification is permitted. Members have to remain in the KGA premises (Club House, Driving Range or Gym) after reserving a place in the queue. Keeping your Membership ID card, and playing nine holes is not permitted, as it gives an unfair advantage to other members waiting in queue.

3.7 A member who has booked a slot and does not play for that booked game day, should inform the tournament department about reason they could not play. The non-playing booking member will only be excused for valid reasons upto **2 times per month**.

3.8 If member is found not to follow the instructions listed from 3.1 to 3.7, after tournament and managing Committee review, member **will not be allowed to book tee time from 3 to 6 months and not allowed to play for upto a month or more**. The quantum of the deterrent will be based on the severity of the offence.



## 4. Booking Times for respective Game Day

Please see the table below for Manual and Online booking times.

**\*NOTE:** there are certain days allocated for online and manual multi-day GAME DAY booking, (Please refer to 'or' between days in DAY column of GAME DAY section below). For these multi-day GAME DAY booking, the member is allowed to only book **one tee time and day, NOT ALL**. Member can play on consecutive days or all 4 days as long as they are not the same booking member.

Book Type	BOOKING			GAME DAY (following week)		
	DAY	Pre-List	TIME	DAY	Session	TIME
Manual	TUE	5:00 AM	5:30 AM	(TUE or WED)*	Morning	545AM to 0930AM
Manual	THU	5:00 AM	5:30 AM	(THU or FRI)*	Morning	545AM to 0930AM
Manual	TUE	NA	8:00 AM	(TUE or WED)*	Afternoon	0930AM to 445PM
Manual	THU	NA	8:00 AM	(THU or FRI)*	Afternoon	0930AM to 445PM
Online	MON	NA	7:30 PM	(TUE or WED)*	DAY	545AM to 4PM
Online	WED	NA	7:30 PM	(THU or FRI)*	DAY	545AM to 4PM
Manual	SAT	5:00 AM	5:30 AM	(SAT or SUN)*	Morning	630AM SHOTGUN
Manual	SAT	NA	9:00 AM	(SAT or SUN)*	Afternoon	1230PM SHOTGUN
Online	FRI	NA	7:30 PM	(SAT or SUN)*	DAY	SHOTGUN



## **Appendix A: PACE of PLAY TIME SAVER HINTS**

### **A.1 Always be ready to play**

- Be on the First tee 5 minutes before your allocated tee-time
- DO NOT Tee-off BEFORE OR AFTER your tee-time Rule 5.3a
- Proceed directly to your own ball.
- Plan your shot and select your club when approaching your ball.
- Only take one (1) practice swing and prepare yourself while others are hitting.
- When in doubt, notify your marker and hit a provisional ball.
- If necessary, encourage your playing partners to maintain a good pace of play.
- Know the Rules of Golf and KGA Local Rules, including those about out of bounds, penalty areas and lost balls.

### **A.2 Don't waste time**

- Even if starting after a gap in the field.
- Never record scores on or near the green. Count strokes and write scores at the next tee.
- Don't leave a cart/bag in front of the green. Leave it to the side towards the next tee.
- Carry extra tees, balls and ball markers in your pocket.
- If safe to do so, encourage players on incorrect fairways to play through.
- Quickly purchase food/drink. If Out of Position, do not stop for a food break.
- Do not give lessons/instruction on the course. Reserve that for a practice session.

### **A.3 On the tee**

- The first player ready to play should do so as soon as it is safe.
- Encourage your playing partners to tee off as soon as they are ready. Except in Matchplay
- Other players should wait right next to the tee markers.
- All players should watch other shots to help pinpoint the position of the ball.
- After hitting, each player should return to their clubs and be ready to proceed to their ball.

### **A.4 On the green**

- Park clubs/cart beside the green in line with the next tee.
- Study the line, slope, grain, etc before it is your turn.
- Leave Flagstick in the hole.
- Encourage your playing partners to putt, if they are ready to do so. Except in Matchplay
- Follow continuous putting rules until holed out, unless restricted by another player's line.
- When the first player is finished putting, they should proceed to the next tee (without disturbing the other players yet to putt). There is no point three people standing around doing nothing when the group needs to catch up.



## REVISION HISTORY

Revision	DATE	Changes
1.	16 Dec 2022	Original with changes
1.3	22 JAN 2023	3.6 updated Manual Booking to include policy for reserving place in queue. Sec4. Booking Times - updated table for Manual Booking.