

## **Policy \_\_\_\_\_**

Subject: **Tee Times**

Effective: 1 Dec. 2017

### **1. Tee Time Bookings:**

- a) Tee times will be available for booking up to seven days in advance, by telephone through the Pro Shop and online.
- b) The Pro Shop will secure the names of all members in a group at the time of booking and will record this in the system. A credit card will hold the tee time.
- c) If a group will not be able to make their tee time they are to call in advance so the course can offer this time to another group. If the group doesn't show up for their tee time they can be billed for the tee times on the credit card.

### **2. On Arrival:**

All golfers must check in with the Pro Shop before they proceed to the first tee.

**3.0 Administration of the Policy:** The Tee Times Policy shall be administered by the General Manager.

**4.0** The Board of Directors will review this policy annually, making amendments as necessary to ensure its relevance and purpose.

